

STATE OF ARIZONA JOB CODE SPECIFICATION

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|------------------------------|-----------------|-------------------------|-----------------|
| FLSA: | E | Job Code: | ACV73660 |
| Job Class Code: | 360 | Salary Schedule: | ASRRHRS |
| EEO Category: | 02 | Grade: | 20 |
| Workers Comp Code: | 8810 | | |
| Job Code Established: | 12/31/84 | | |
| Job Code Revised: | 01/01/01 | Effective Date: | |
| Job Code Revised: | 05/01/05 | Effective Date: | 05/05/05 |

JOB CODE SERIES: Personnel Management Series

JOB CODE TITLE: PERSONNEL SUPERVISOR

HRIS TITLE: PERSONNEL SPV

CHARACTERISTICS OF THE JOB CODE: Under general supervision, supervises the work of a unit of professional, paraprofessional and/or support staff in such areas as payroll, recruitment and selection, training, classification/compensation and other related areas. Evaluates work loads and determines assignments for subordinates. Resolves problems and questions presented by subordinates regarding work methods and processes. Resolves the more complex and difficult problems escalated via subordinates, division personnel and others. Reviews and evaluates work of subordinates and formulates plans for improvement. Has authority to approve or disapprove all work assignments completed within the work unit

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties. Devises a work schedule, agenda and/or timetable for subordinates within a personnel work unit. Directs, instructs, explains, evaluates and counsels staff in carrying out a variety of tasks within a personnel unit. Gives and receives information requiring considerable judgment and authority regarding current and specific business of the work unit by phone or direct contact. Confers with agency officials, staff and other agencies to acquire information needed for immediate determinations or decisions. Assists in the hiring, discipline and evaluation of subordinates. Create, modify and implement unit policies and procedures.

WORK CONDITIONS: The work is generally performed in an office setting, with the occasion to travel to other office locations.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

Knowledge of: current principles, practices and methods in the management of a public personnel program; federal and state statutes, rules and regulations, agency policies and personnel board rules and regulations as they apply to the personnel functions of the assigned unit; organizational structuring practices, missions, goals and functions of State agencies.

Skill in / Ability to: directing a diverse group of professional, para-profesional and support staff; analyzing specific problem situations and determining acceptable solutions within the framework of laws, rules and regulations; performing research, collecting and analyzing data and reporting information; negotiating and applying reason persuasively to resolve employee relations issues; establishing priorities amongst conflicting needs within limited resources; communicate effectively orally and in writing; comprehend and make inferences from written material; demonstrate continuous effort to improve operations, decrease turnaround times,

streamline work processes and work cooperatively and jointly to provide quality seamless customer service.

KSAs are typically obtained through experience and/or education in: Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

SPECIAL SELECTION FACTORS: None