



## HUMAN RESOURCES SUPERVISOR

### Purpose Statement

The Human Resources Supervisor leads in the delivery of human resource services with specific responsibility for providing information to other HR staff and district employees regarding policies and regulations; addressing a variety of issues and/or providing general support; overseeing the maintenance of records, files and databases of personnel actions, evaluations; and assisting the HR Director in ensuring that personnel functions conform to all applicable regulatory requirements.

This job reports to the Assistant Superintendent of Human Resources.

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### Essential Functions

- Manages hiring and a variety of employee transactions for all classified WCS employees, including management of HR Specialists supporting WCS employees.
- Audits monthly personnel actions prepared by staff for the purpose of to ensure consistency with position control report (PCR) and to ensure that errors are kept to a minimum and that correct account numbers are used.
- Communicates with other employees, departments, administrators, applicants and the public for the purpose of providing information and assistance concerning employment, recruitment, transfers, personnel records, leaves, licenses, and related legal requirements.
- Conducts, along with HR Specialists, the employee orientation (e.g. introducing personnel, payroll, employment benefits, policies, assisting with enrollment forms, etc.) for the purpose of ensuring employees are knowledgeable of current practices and administrative processes as well as completion of forms.
- Supervises the employment process (e.g. tracking of staff as compared to budget, processing applications, analyzing transcripts, assisting teachers with licenses and endorsements, etc.) for the purpose of meeting district staffing requirements while complying with established guidelines, ensuring other HR Specialists in work unit are doing same.
- Supervises the activities of other HR specialists for the purpose of ensuring all appropriate deadlines are met effectively and efficiently.
- Develops a wide variety of written materials (e.g. letters, forms, procedures, brochures, pamphlets, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Ensures effective and appropriate policies and procedures are followed (e.g. processing of personnel actions, including new hires, transfers, promotions, terminations, and completion of state reports) for the purpose of being timely, accurate, legal and meeting organizational objectives.
- Evaluates the effectiveness of training sessions and programs for the purpose of determining whether changes need to be made to ensure appropriate skills development.
- Interprets a variety of written materials (e.g. transcripts, references, employment records, education codes, employment regulations, etc.) for the purpose of ensuring compliance with regulatory requirements.
- Supervises a variety of processes (e.g. application, eligibility, certifications, etc.) for the purpose of ensuring efficient processing of applicants and employees in addressing position requirements and adhering to legal and/or administrative requirements.
- Supervises a wide variety of personnel policies and programs regarding employees (e.g. advertising positions, processing applications, placement, transfer, separation, verifying employment, orientation, contracts, compensation schedule, FMLA, etc.) for the purpose of conforming to district policies, relevant laws, contracts and agreements. Informs supervisor of non-compliance.
- Participates in meetings that involve a range of issues (e.g. personnel actions, regulatory requirements, actions involving outside agencies, inter-department needs, etc.) for the purpose of developing recommendations and/or supporting other staff.
- Prepares a variety of reports and related documents (e.g. verification requests of employment, folders, paperwork, announcements of vacancies, personnel transactions for inclusion in the monthly Board packets, End-Of-Year PR2 report, PIRS report, etc.) for the purpose of providing documentation and information to others.



# Williamson County Schools

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- Presents information on a variety of topics (e.g. orientations, meetings, etc.) for the purpose of conveying information and/or making recommendations regarding district services.
- Researches information required to manage assignments including reviewing relevant policies and current practices for the purpose of ensuring compliance with legislative requirements and securing general information for planning and/or responding to requests from directors and various state and federal agencies.
- Responds to written and verbal inquiries from a variety of internal and external sources for the purpose of resolving problems, providing information and/or referring to appropriate personnel and/or identifying the relevant issues and recommending or implementing a remediation plan.
- Supports the Human Resources department staff for the purpose of assisting in the performance of their work activities.

## Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## Job Requirements: Minimum Qualifications

### Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; preparing and maintaining accurate records; operating standard office equipment; planning and managing projects; utilizing pertinent software applications; facilitating meetings; interpersonal aptitude; and record keeping.

KNOWLEDGE is required to perform basic math, read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: personnel practices applied within a school district environment; codes, regulations & laws related to the job functions; bookkeeping/accounting practices; English grammar/punctuation/ spelling/vocabulary; office equipment/software; organizational structure design; and office practices.

ABILITY is required to schedule activities and work with a wide diversity of individuals; gather and/or collate data, use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing a variety of different processes; and operate equipment using standardized methods. Problem solving is required to identify issues and create action plans. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; maintaining confidentiality; and working with frequent interruptions.

### Responsibility

Responsibilities include: working under limited supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget.

### Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing.

**EXPERIENCE:** Experience in a related field is required.

**EDUCATION:** Minimum of a Bachelor's Degree preferred.

**EQUIVALENCY:** None Specified

**REQUIRED TESTING:**

**CERTIFICATES & LICENSES:**

Valid TN driver's license

**FLSA STATUS:**

Exempt

**CONTINUING EDUCATION / TRAINING:**

**CLEARANCES:**

Criminal Justice Fingerprint/Background Clearance

**SALARY GRADE:**

Classified



*Pursuant to the Williamson County Board of Education's policy of equal opportunity employment, Williamson County Schools does not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, genetic information, pregnancy, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*