



University System of Maryland Job Class Specification

TITLE: HUMAN RESOURCES SUPERVISOR
FLSA: NONEXEMPT
EEO6: H50
IPEDS-SOC: B-131071

JOB CODE: N11HRV
JOB TYPE: SYSTEMWIDE
JOB FAMILY/SERIES: HRM

APPROVED BY: Chancellor's Designee:
James Sansbury, Associate VC Financial Affairs/Human Resources

EFFECTIVE DATE: 7/1/2008

JOB SUMMARY

Under general supervision, supervises support staff in the daily operations in one or more major areas of the Human Resources function to include areas such as employment, classification, compensation, benefits, payroll, equal employment opportunity/affirmative action, employee relations, training and human resources information systems.

PRIMARY DUTIES

1. Supervises daily work operations. Plans, schedules, assigns, and reviews work. Trains employees and evaluates performance. Assures work meets established standards of quality and quantity.
2. Responds to inquiries regarding the application of human resources policies, procedures and programs. Researches and interprets policies and procedures.
3. Establishes and ensures maintenance of human resources files and databases. Reviews and audits data accuracy and consistency. Ensures confidentiality of information as required.
4. Researches, analyzes, and consolidates data for reports. Prepares correspondence, specialized and recurring reports.
5. Processes and distributes employment, benefits, payroll, and other human resources documents. Verifies completeness, accuracy, and consistency of data and related reports. Performs mathematical computations.
6. Assists in coordinating human resources programs such as employee orientation, staff development, benefits enrollment, United Charities, and Savings Bonds.
7. Anticipates and resolves problems related to clerical functions and human resources transactions. Assists others in completing human resources forms and transactions.
8. Operates manual and automated office equipment to prepare and maintain documents and information.

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Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE: Six years clerical or administrative experience, two years of which must have been in a lead or supervisory capacity and four years of which must have involved the application of human resources policies and procedures.

OTHER:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Thorough knowledge of human resources practices and procedures; of basic mathematics including ratios and percentages; of modern office practices, procedures, systems, and equipment. Skill planning work and supervising others; in organizing and executing multiple assignments under specific time constraints; in the use of keyboards, automated systems, computers and related software to facilitate assigned work. Ability to communicate effectively both orally and in writing; to understand and interpret human resources policies and procedures; to provide guidance and instruction to human resources support staff; to maintain poise and courtesy under pressure; to handle sensitive and confidential matters with discretion and tact; to accurately perform mathematical computations; to operate automated office equipment.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

N/A