

**CAMPBELL COUNTY SCHOOLS**  
**CLASSIFIED JOB DESCRIPTION**

**CLASS TITLE: HUMAN RESOURCES SUPERVISOR**

**Class Code: 7655**

**QUALIFICATIONS:**

Any combination equivalent to: bachelor's degree in personnel, business administration, or related field and five years increasingly responsible experience in human resources, personnel, or employee relations including at least two years in a lead or supervisory capacity.

**REPORTS TO:** Superintendent

**BASIC FUNCTION**

Organize, plan, direct, the District's Human Resources programs and activities including employment, compensation, negotiations, employee relations, employee benefits, employee assistance; direct and supervise District Personnel Services, business affairs and employee relations programs.

**SUPERVISES:** Human Resources Coordinator

**REPRESENTATIVE DUTIES**

1. Organize, plan, direct, and implement the District's Human Resources programs and activities including employment, compensation, negotiations, employee relations, employee benefits, and employee assistance; direct and supervise, Human Resources staff, District Personnel Services, business affairs, and employee relations programs.
2. Develop and recommend Human Resources policies and objectives for the District; develop recruiting and placement practices and procedures.
3. Determine and recommend employee relations and contract administration practices to establish positive employer-employee relationships and to promote a high level of employee morale.
4. Develop, process, and implement job design, job evaluation, and performance appraisal programs.
5. Assure compliance with wage and hour policies, compensation schedules and procedures, and other policies related to human resources.

## **Human Resources Supervisor – Continued**

### **REPRESENTATIVE DUTIES (Continued)**

6. Administer and oversee the District's employee benefits programs and services, employee assistance programs, and pre-employment physical screening activities.
7. Provide in-service management training programs for employees; design training programs to meet District-wide Human Resources programs policies and procedures; assure responsibilities and accountabilities are understood and assure coordination of activities within the Division are accomplished.
8. Supervise and evaluate the performance of assigned personnel.
9. Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES**

#### **KNOWLEDGE OF:**

Job analysis techniques.  
Classification and compensation methodologies.  
Oral and written communication skills.  
District organization, operations, policies, and objectives.  
Interpersonal skills using tact, patience, and courtesy.  
Basic public speaking techniques.  
Principles and practices of supervision and training.  
Employee benefits and assistance programs.

#### **ABILITY TO:**

Organize, plan, direct, and implement the District's Human Resources programs and activities including employment, compensation, negotiations, employee relations, employee benefits, and employee assistance.  
Supervise and evaluate the performance of assigned personnel.  
Explain and apply rules, regulations, policies, and procedures related to classified and/or certified personnel.  
Provide technical information and assistance to others concerning employment policies and personnel transactions.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Work independently with little direction.  
Determine appropriate action within clearly defined guidelines.

#### **TERMS OF**

**EMPLOYMENT:** 40 hours/week – 232 days/year.  
Work schedule to be established. (See Board approved scheduling.)  
Salary as established by Board of Education.