

**CLASSIFICATION:** SUPERVISOR IV

**Class Code:** 8563-25

**Date Established:** 02-20-85

**Occupational Code:** 7-1-2

**Date of Last Revision:** 7-17-15

**Exempt Status:** Exempt

**BASIC PURPOSE:** To plan and develop work procedures and policy for subordinate employees in an agency program or unit.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Supervises the operation of an agency program or organizational unit with responsibility for evaluation of employee work performance.
- Plans and evaluates the implementation of program or unit objectives, including developing and revising work methods and procedures for subordinate employees.
- Prepares reports evaluating program effectiveness and recommends changes in policies and methods.
- Reviews proposed training manuals and informational materials to ensure consistency and conformance with overall agency objectives and policies.
- Provides consultation to agency professionals and reviews recommendations made by subordinate employees.
- Coordinates the development and drafting of plans, policies and procedures of a section or unit.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in analyzing and interpreting data, policy and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

**Knowledge:** Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

**Impact:** Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

**Supervision:** Requires direct supervision of programs or of employees doing work which differs from the supervisor, including disciplining employees, solving personnel problems, recommending hiring and firing employees, and developing work methods. The supervisor in this position manages a working unit or section with responsibility for employee performance appraisal.

**Working Conditions:** Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

**Physical Demands:** Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

**Communication:** Requires reviewing summaries and reports and making management level decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

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**Complexity:** Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

**Independent Action:** Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

### **MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a recognized college or university with major study in a field relevant to program area in which position is assigned. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Five years' experience in a field or occupation relevant to program area in which position is assigned, plus three years of supervisory experience in any occupational area. If related to the program area, the supervisory experience will count as part of the five years' total experience. Each additional year of approved work experience may be substituted for one year of required formal education.

**License/Certification:** License or registration required if necessary for performing professional job accountabilities.

### **SPECIAL REQUIREMENTS:**

1. Specific degree and experience requirements must be tailored to meet documented recruitment needs of the agency or department. All specific minimum qualifications must be stated on the supplemental job description and approved by the Division of Personnel prior to posting at the agency level.

**RECOMMENDED WORK TRAITS:** Thorough knowledge of the principles and practices of public administration. Thorough knowledge of the principles and practices of supervision. Knowledge of federal and state accounting and administrative procedures. Extensive knowledge of the rules and regulations governing specific program(s) supervised. Ability to plan and coordinate the development of plans, policies and procedures. Ability to interpret and explain pertinent provisions of laws, rules and regulations. Ability to ascertain facts and obtain information by personal contact and observation in monitoring programs. Ability to express ideas clearly and concisely both orally and in writing. Ability to establish and maintain effective working relationships with governmental officials, subordinate employees, and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.