

CLASSIFICATION: SUPERVISOR V

Class Code: 8564-26

Date Established: 06-03-87

Occupational Code: 7-1-2

Date of Last Revision: 7-17-15

Exempt Status: Exempt

BASIC PURPOSE: To supervise subordinate employees in the development or implementation of agency program objectives, policies and procedures.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Develops, implements, analyzes and evaluates program objectives and policies for an organizational unit or units.
- Supervises the implementation of program objectives, including reviewing reports of subordinate employees and recommending policy revision as required.
- Reviews proposed manuals and informational materials to insure consistency and conformance with overall agency objectives and policies.
- Identifies training needs and approves training requests in order to meet agency staff development goals.
- Recommends personnel actions for subordinate employees, including hiring, merit increases, disciplinary action, or performance appraisal.
- Reviews, monitors or controls allocation of section or unit expenditures in accordance with agency policies and regulations.

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.

Complexity: Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

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: Six years' experience in a field or occupation relevant to program area in which position is assigned, plus three years in a supervisory or management level position in any occupational area. If related to the program area, the supervisory or management experience will count as part of the six years' total experience.

(For Department of Education's Bureau of Social Security Disability Determination Services only):
Individuals who have successfully progressed throughout the Bureau of Disability Determination Services and have a total of nine or more years' experience in the bureau, may substitute these nine years for the experience portion of the minimum qualifications.

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 methods of public administration, including personnel management. Thorough knowledge of the principles of supervision and systems management. Ability to prepare budgets and work within budget restraints. Ability to express ideas clearly and concisely, both orally and in writing. Ability to evaluate and analyze program effectiveness and resource utilization. Ability to speak before public groups and legislative committees. Ability to establish and maintain effective working relationships with other employees, federal and local government agencies 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.