

**CLASSIFICATION:** SUPERVISOR III

**Class Code:** 8562-23

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

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

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

**Exempt Status:** Non-Exempt

**BASIC PURPOSE:** To coordinate and implement work assignments for subordinate employees in an agency program or unit.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Implements agency rules, regulations and policies in supervising an agency program or organizational unit.
- Coordinates work of subordinate employees to ensure accuracy of product.
- Participates in program development by summarizing and reporting data relevant to program operations.
- Coordinates unit or program work flow and establishes operational procedures and work methods.
- Conducts regular group and individual conferences with staff to provide direction, including evaluating employee work performance on an annual basis.
- Implements formal and on-the-job training programs for subordinate employees.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

**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.

## SUPERVISOR III

Page 2

**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 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 objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

### **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:** Four 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 four 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 New Hampshire laws pertaining to specific program(s) supervised. Knowledge of report writing. Ability to interpret and explain applicable rules and policies. Ability to write comprehensive reports. Ability to interpret verbal and statistical information. Ability to supervise and instruct. Ability to establish and maintain effective working relationships with professionals, subordinate employees and the 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.