

CLASSIFICATION: SUPERVISOR VII

Class Code: 8566-28

Date Established: 01-08-85

Occupational Code: 7-1-2

Date of Last Revision: 7-17-15

Exempt Status: Exempt

BASIC PURPOSE: To supervise program administration and to evaluate subordinate supervisory staff in the planning and implementation of program goals and objectives.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Develops, reviews, analyzes and evaluates program objectives and policies for the administration of a specified organizational section or unit.
- Supervises the implementation of program objectives, including reviewing reports of subordinate professional employees and recommending policy revision to higher level managers.
- Interprets decisions on questions of policy, administration and special problems for subordinate staff; revises operating procedures as required.
- Prepares grants or contracts with other agencies by identifying program needs and researching supporting documentation.
- Reviews proposed training manuals and informational materials to ensure consistency and conformance with overall agency objectives and policies.
- Reviews and recommends personnel actions for subordinate employees, including hiring, merit increases, disciplinary action, or performance appraisal.

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 expertise to resolve problems of a specialized or professional nature in a wide range of applications.

Impact: Requires responsibility for achieving major aspects of long-range agency objectives by planning short- and long-term organization goals, reviewing recommendations for procedural changes, and developing or revising program policies. Errors at this level result in incorrect decisions at an administrative level, and are detected subsequent to implementation in an overall evaluation process.

Supervision: Requires delegating supervisory or program responsibilities to subordinate managers, with overall accountability for hiring employees and approving program policies. The supervisor in this position assumes responsibility for an organizational unit, including developing long-range plans, analyzing staffing requirements, and formulating systemwide policies and procedures.

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.

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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: Master's degree from a recognized college or university with major study in a field relevant to program area in which position is assigned.

Experience: Seven years' experience in a field or occupation relevant to program area in which position is assigned, plus four years in a supervisory or management level position involving administration, program planning and evaluation, business management or related management experience. If related to the program area, the supervisory or management experience will count as part of the seven years' total experience. Each additional year of approved work experience may be substituted for one year of required formal education at the graduate level only.

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, administration, 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.