City of Kansas City, Missouri
Job Class Specification

Job Title: HUMAN RESOURCES SUPERVISOR **Department:** HUMAN RESOURCES

Job Code: 1703 **Status:** EXEMPT **Grade:** EX-5

Summary

This is responsible administrative, supervisory and advanced professional and technical work supervising the daily operations in a specified area of Human Resources and serves as a first line supervisor under the Division Manager.

An employee of this class provides leadership and technical expertise in recruitment, employee relations, classification and compensation, benefits administration, labor relations, training, performance management, policy implementation, and regulatory compliance. Work requires the application of advanced technical knowledge and broad exercise of independent judgment in solving a wide variety of human resources problems. Solutions to unusual problems and suggested improvements and modifications of human resources practices are made after conference with and upon approval of the Human Resources Manager.

Duties and Responsibilities

- Plans, assigns, supervises, reviews, and evaluates the work of assigned Human Resources staff.
- Provides coaching, training, technical guidance, and performance feedback to staff.
- Assists in establishing division goals, priorities, procedures, and performance standards.
- Monitors daily operations to ensure timely, accurate, consistent, and customer-focused service delivery.
- Reviews work products, reports, personnel actions, and documentation for accuracy, completeness, and compliance.
- Assists with workload management, process improvement, and cross-functional coordination within the Department.
- Participates in hiring, onboarding, training, performance evaluation, corrective action, and disciplinary processes for assigned staff.
- Assists in developing, reviewing, interpreting, and implementing policies, procedures, administrative regulations, and standard operating practices.
- Ensures programs and activities comply with applicable federal, state, and local employment laws, collective bargaining agreements, and municipal policies.
- Prepares, reviews, and analyzes reports, correspondence, personnel data, and recommendations.
- Supports audits, reporting requirements, records retention, and compliance monitoring.
- Recommends improvements to processes, forms, systems, workflows, and service delivery.
- Serves as a technical resource and advisor to department directors, division managers, supervisors, employees, and HR staff.
- Responds to inquiries and resolves complex issues using sound judgment, discretion, and knowledge of applicable policies and laws.
- Builds effective working relationships with internal departments, bargaining unit representatives, external agencies, applicants, employees, and the public.
- Represents the Human Resources Department in meetings, committees, workgroups, and special projects as assigned.

Technical Skills

Extensive knowledge of:

The principles and practices of public sector human resources management.
Employment law and regulatory compliance.
Collective bargaining and labor relations.

Thorough knowledge of:

Technical principles of area of expertise including classification and compensation methodologies, recruitment and talent acquisition strategies, employee relations and workplace investigations, HRIS systems and workforce analytics, and organization development and training.

Considerable knowledge of:

Theory and practice of local government.
Types and contents of jobs typically encountered in local government.
The principles of public administration.

Ability to:

Lead, supervise, mentor, and develop staff.
Interpret and apply complex personnel laws and regulations.
Conduct confidential Workplace investigations.
Establish and maintain productive working relationships.
Exercise sound judgment and discretion with confidential information.

Education and Experience

Accredited bachelor's degree and four (4) years experience of developing and administering an organization's human resources programs which may include compensation, benefits, recruitment, organizational employee development, employee and labor relations, equal opportunity, retirement, and/or HR information systems and one (1) year of lead or supervisory experience in an office environment.

Certificates/ Licenses/Special Requirements

- Must possess a valid State–issued driver's license in accordance with the City of KCMO policies.
- Must pass a background check as prescribed by the City.
- Active SHRM Certification preferred.

Supervisory Responsibility

Supervision is exercised over a small to moderate sized staff of professional and administrative personnel.

Supervision Received

Work is performed under the general direction of the Human Resources Manager and affords broad exercise of independent judgment and initiative.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

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