



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Human Resources Supervisor	Job Code:
Reports to: Human Resources Director	FLSA Status: Exempt
Department: Human Resources Director	

Class specifications are intended to present a descriptive list of the range of duties employees perform in the class. Specifications do not reflect all duties performed within the job.

Purpose of Classification

The Human Resources Supervisor is responsible for ensuring that the Human Resources department operates in full compliance with all legal standards. This involves providing leadership and guidance to the Human Resources Generalists, ensuring consistent application of HR policies and procedures, and effectively managing all HR aspects.

Principal Duties and Responsibilities (Essential Functions):**

- **Supervision & Leadership:**
 - Provide day-to-day supervision and support to Human Resources Generalists, ensuring they have the necessary resources and training to perform their duties effectively.
 - Assign and monitor tasks, ensuring that HR projects and daily operations are completed promptly and efficiently.
 - Conduct regular performance evaluations and provide constructive feedback to HR team members.
- **Recruitment & Staffing:**
 - Oversee the recruitment and selection processes managed by the HR Generalists, ensuring compliance with equal opportunity and civil service regulations.
 - Collaborate with HR Generalists and the Director to develop recruitment strategies that attract top talent.
- **Employee Relations:**



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- Act as a point of escalation for complex employee relations issues, providing guidance and support to HR Generalists in resolving these matters.
- Ensure that employee relations are managed following county policies and legal requirements.
- **Benefits Administration:**
 - Ensure that HR Generalists handle all processes efficiently and accurately.
 - Assist in coordinating benefits open enrollment and address any complex issues.
- **Compliance & Risk Management:**
 - Ensure that all HR activities comply with local, state, and federal laws, including labor regulations, equal employment opportunity, and occupational safety standards.
- **Policy Development & Implementation:**
 - Communicate HR policies to employees and ensure that HR Generalists consistently apply these policies.
- **Training & Development:**
 - Identify training needs within the HR team and coordinate professional development opportunities with the Director of Human Resources.
 - Assist in developing and implementing training programs for the organization, particularly those related to HR processes and employee management.
- **Reporting & Analytics:**
 - Oversee the preparation of reports related to HR metrics, such as recruitment, turnover, employee satisfaction, and compliance.
 - Analyze HR data to identify trends and recommend improving HR practices to the Director.
- **General HR Support:**
 - Provide general support to the Director of Human Resources in all aspects of HR management.

Qualifications:

- **Education/Training:**



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- Bachelor's degree in Human Resources, Business Administration, or a related field. A Master's degree or additional HR certifications such as PHR or SHRM-CP are preferred.
- **Experience:**
 - A minimum of five (5) years of progressively responsible human resources experience, including supervisory experience.
- **License or Certification:**
 - Must possess a valid state-issued driver's license or a State of Georgia-issued photo ID at the time of application. PHR or SHRM-CP certification is preferred.

PERFORMANCE APTITUDES

Data Utilization:

Requires the ability to review, classify, categorize, prioritize, and/or analyze data. This includes discretion in determining data classification and referencing such analysis to established standards to recognize actual or probable interactive effects and relationships.

Human Interaction:

Requires the ability to apply principles of persuasion and/or influence.

Equipment, Machinery, Tools, and Materials Utilization:

Requires the ability to operate, maneuver, and control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude:

Requires utilizing various reference, descriptive, and/or advisory data and information.

Mathematical Aptitude:



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Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning:

Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning:

Requires the ability to exercise judgment, decisiveness, and creativity in situations involving evaluating information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability:

Tasks require exerting moderate, though not constant, physical effort. They typically involve climbing, balancing, stooping, kneeling, crouching, and crawling. They may include lifting, carrying, pushing, and/or pulling objects and materials of moderate weight (12-20 pounds).

Sensory Requirements:

Some tasks require the ability to perceive and discriminate sounds and visual cues or signals, and some require the ability to communicate orally.

Environmental Factors:

The work environment is a mix of office and field settings, occasional exposure to outdoor weather conditions, moving mechanical parts, and construction-related hazards.