



**COUNTY OF ERIE**  
**POSITION ANNOUNCEMENT**  
**AN EQUAL OPPORTUNITY EMPLOYER**

**POSTING DATE:** October 25, 2016

**CLOSING DATE:** November 8, 2016

**COUNTY TITLE:** HUMAN RESOURCES SUPERVISOR  
(Civil Service Title; Class Code-Position Number: Human Resource Analyst 2; L0542-0001)

**PAY GRADE:** P-II

**BARGAINING UNIT:** Non-Bargaining  
(Seniority Position: No)

**DEPT:** HS – OCY/Operations  
154 W. 9<sup>th</sup> St., Erie, PA 16501

**ENTRY RATE:** \$16.01/hour \$31,220/annual - Min  
\$33.66/hour \$65,637/annual - Max

**HOURS PER WEEK:** 37.5  
Mon – Fri, 8:30 a.m. – 5:00 p.m.

**\*\*\*THIS IS A REGULAR, FULL-TIME, CIVIL SERVICE POSITION\*\*\***

**PROCEDURE TO APPLY:** Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position should submit an Erie County Employment Application, Bid Form and Resume stating their qualifications to the Human Resources Dept., Erie County Courthouse, 140 West Sixth Street, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm. **Applications must be received by or postmarked on or before Tuesday, November 8, 2016.**

JOB APPLICATION PROCEDURES, APPLICATIONS AND BID FORMS CAN BE FOUND BY GOING TO THE [www.eriecountypa.gov](http://www.eriecountypa.gov) WEB ADDRESS AND SELECTING THE “VIEW JOB POSTINGS” LINK ON THE HOME PAGE. COMPLETED FORMS CAN EITHER BE HAND DELIVERED OR MAILED TO THE HUMAN RESOURCES DEPT. ADDRESS LISTED ABOVE, OR, FAXED TO HUMAN RESOURCES @ 814-451-6484.

*Inquiries related specifically to job duties may be directed to Scott Coughenour @ 814-451-6616.*

**THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. IF YOU ARE CONTACTED FOR AN INTERVIEW AND NEED ACCOMMODATIONS FOR THE INTERVIEW DUE TO A DISABILITY, PLEASE ADVISE THE INTERVIEWER OF THE ACCOMMODATIONS YOU REQUIRE WELL IN ADVANCE OF THE INTERVIEW.**

**ALL NEW HIRES IN THE DEPARTMENT OF HUMAN SERVICES ARE REQUIRED TO PROVIDE AND ARE SUBJECT TO PENNSYLVANIA CRIMINAL AND CHILD ABUSE CLEARANCES AS WELL AS AN FBI FINGERPRINT CLEARANCE.**

**MINIMUM REQUIREMENTS/QUALIFICATIONS**

Applicant must be a Pennsylvania (PA) resident and meet the Minimum Experience and Training (METs) required for the job. The METs for this position are either: One year of experience in the performance of technical human resource duties at the journeyman level, including experience in the area of the parenthetical; and a bachelor’s degree, **OR**, Any equivalent combination of experience and training.

Applicant must also be EITHER:

1. Within reach through the Rule-of-Three process on the current PA State Civil Service List of Eligibles for a Human Resources Analyst 2;  
**OR**
2. Promotable without Exam (PWOE) through Civil Service by currently holding regular PA State Civil Service status.

**For any classification, a determination will be made as to whether a logical, occupational, functional or career development relationship exists with the posted position and/or whether there is a clear linkage between the required knowledge, skills and abilities with those needed for this position.**

(continued on reverse)

**Applicants must also meet Civil Service Meritorious Service and Seniority criteria:** Meritorious service is defined as: a) the absence of any discipline above the level of verbal reprimand during the twelve months preceding the closing date on the posting; and, b) the last due overall regular or probationary performance evaluation was higher than “unsatisfactory.” Seniority is defined as a minimum of one year in a next lower class by the closing date of the posting.

**OR**

3. Eligible for either reinstatement, transfer, reassignment or voluntary demotion to the Human Resource Analyst 2 classification.

**If you do not currently hold or have not previously held regular Pennsylvania (PA) Civil Service Status and your name is not on the current PA Civil Service Employment List for a Human Resource Analyst 2, you will be ineligible for consideration for this position.**

**Applicants that fall under the recruitment methods listed under items #2 and #3 above would require Civil Service certification before being placed in the position.**

**DUTIES/RESPONSIBILITIES**

This position will be responsible for oversight of the Human Resources staff located at the Erie County Department of Human Services.

Functional Statement: Serves as Human Resources Supervisor for the Erie County Department of Human Services (DHS). Responsible for reviewing, processing and recording Personnel actions in accordance with the Erie County Merit Hire System or PA State Civil Service. This position oversees Erie County Personnel activities for the Erie County DHS offices with a combined staff of approximately 260 and performs work involving a wide variety of Personnel procedures within the Erie County Human Resources department.

1. Ensures that Erie County remains compliant with requirements of the PA Civil Service Commission in order to maintain Erie County’s waiver to have a local Merit Hire process.
2. Have a complete understanding of all policies and procedures as approved by the PA Civil Service Commission for Erie County’s Merit Hire system and ensure that all staff operates within these protocols.
3. Recruitment and retention activities for DHS including ensuring that: Testing space is available; Tests are administered and scored appropriately and expeditiously; Lists are maintained of eligible applicants for positions; Interviews are coordinated with staff and applicants; All necessary documentation is maintained; Supervisors are advised on proper procedures for interview and selection; and, Procuring temporary employees when necessary.
4. Ensure adherence to Equal Employment Opportunity Commission regulations.
5. Ensure Erie County Personnel policies are followed.
6. Performance evaluations are distributed to supervisors based on anniversary dates.
7. Implements Personnel policies and procedures.
8. Receives and reviews all Personnel actions which involve analyzing job descriptions for positions being created or reclassified to determine the proper classification, action or providing recommendations for such appropriate actions.
9. Reviews Personnel data summaries for qualifications to determine that minimum experience and training requirements are satisfied and that the requested actions conform to regulations and the respective personnel action plans.
10. Maintains records, including:
  - a. Roster of Agency Personnel, including position occupied, salary/wage, anniversary date, pay range and step, number of hours worked per week, employee evaluations.
  - b. Individual Personnel records.
11. Acts as department liaison with department directors and Personnel department to advise and provide technical assistance.
12. Quality assurance and compliance for all duties related to Personnel at the Department of Human Services.
13. Reviews and updates employee history reports that are submitted to the State.
14. Prepares and processes actions for conformity to State and County requirements, Personnel actions concerning the staff of the Department of Human Services.

**\*\*\*This position is subject to the provisions of the Erie County Employee Handbook\*\*\***