



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: December 3, 2018

CLOSING DATE: December 17, 2018

COUNTY JOB TITLE: Human Resources Supervisor
BARGAINING UNIT: Non Bargaining

PAY GRADE: NB13
DEPT: Department of Human Services
154 West 9th Street
Erie, PA 16501

PAY RANGE: \$20.41/hour \$39,799/annual – Minimum

HOURS PER WEEK: 37.5
Monday – Friday, 8:30 a.m. – 5:00 p.m.
(See detail in duties as it relates to schedule flexibility)

PROCEDURE TO APPLY: Please read the “How to Apply” section on the www.eriecountypa.gov website under the “View Job Postings” link below before applying.

Please submit a County Employment Application, Bid Form and Resume stating your qualifications to:
Department of Human Services, Human Resources Dept.
240 West 11th Street, Suite #120, Erie, PA 16501
FAX: 814-451-6859

Application materials must be received by or postmarked on or before: **Monday, December 17, 2018.**

The “How to Apply” section, applications and bid forms can be found on/downloaded from www.eriecountypa.gov. Click on the “View Job Postings” link from the home page to locate information/documents. Completed forms can be hand delivered or mailed to the above address or sent via fax.

Inquiries related specifically to job duties and responsibilities may be directed to Scott Coughenour @814-462-6616.

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:

All applicants must meet the minimum experience and training (METs) required for the job. The METs for this position are: Three years of experience in human resource responsibilities or related field and a bachelor’s degree **OR**, Any equivalent experience and/or training which provides the required knowledge.

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. 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.

DUTIES:

1. Ensures that Erie County remains compliant with requirements of the PA Department of Human Services/ County Programs in order to maintain Erie County's waiver to have a local Merit Hire process.
2. Maintain a complete understanding of all policies and procedures as approved by the PA Department of Human Services/ County Programs for Erie County's Merit Hire system and ensure that all staff operates within these protocols.
3. Responsible for recruitment and retention activities for DHS including ensuring that:
 - A. Testing space is available
 - B. Tests are administered and scored appropriately and expeditiously
 - C. Lists are maintained of eligible applicants for positions
 - D. Interviews are coordinated with staff and applicants
 - E. All necessary documentation is maintained
 - F. Advising supervisors on proper procedures for interview and selection
4. Ensures Equal Employment Opportunity Commission regulations are adhered to.
5. Ensures Erie County Personnel policies are followed.
6. Ensures Employee Performance Evaluations (EPR's) 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 conforms 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 Departmental Directors and Personnel department to advise and provide technical assistance.
12. Ensures 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.
15. Completes other similar duties as required.

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