

SUPERVISOR 1

Nature of Work: Under general supervision, performs full-performance supervisory work overseeing the activities of clerical support staff, semi-or-fully-skilled trade workers, or inspectors. Completes annual performance appraisals, approves sick and annual leave, makes recommendations and is held responsible for the performance of the employees supervised. Work is reviewed by superiors through results produced or through meetings to evaluate output. Performs related work as required.

Distinguishing Characteristics: Supervisor 1 is usually a working supervisor who makes work assignments, reviews employees' work, and compiles reports on section activities in addition to performing tasks similar to their employees. In some instances, may be a working supervisor performing related work of a more advanced level than subordinates.

Examples of Work

- Performs duties that are similar or related to the work performed by subordinates.
- Makes work assignments to employees; reviews the work of subordinates to ensure accuracy.
- Trains employees in proper work methods.
- Ensures that equipment, supplies, and materials are available to complete work.
- Inspects work areas to ensure that tasks are completed in a timely manner.
- Evaluates employees' performance; counsels employees and recommends corrective action.
- Answers inquiries from employees; relays information from management.
- Updates and compiles reports outlining the unit's activities, including other factors such as amount of work produced, monies spent or collected, or inventory.
- Discusses personnel issues with employees; answers grievance issues within mandated time frames in an effort to solve problems.

Knowledge, Skills and Abilities

- Knowledge of office methods and procedures, inspection practices or procedures, skilled trade and related activities.
- Knowledge of departmental procedures and policies.
- Ability to plan, assign, and coordinate the work of employees engaged in complex clerical activities, field inspection

SUPERVISOR 1 (CONT'D)

Knowledge, Skills and Abilities (cont'd)

work, or skilled trades.

Ability to make decisions based on governing laws and regulations and to explain policies to subordinates.

Ability to make composite detailed reports based on individual reports of subordinates.

Ability to maintain effective working relationships with fellow employees and the general public.

Minimum Qualifications

Training: Graduation from a standard high school or equivalent.

Experience: Four years of full-time or equivalent part-time paid experience in the area of assignment, one year of which must have been in a lead worker or administrative support capacity.

Substitution: Course work from an accredited college or university may be substituted for the required experience up to four years for non-trade positions.

Substitution for Business/Trade Positions: Completion of a course accredited by the Department of Education may be substituted for experience at the rate of 1,080 hours per year.

OR

Completion of a related trade union-sponsored apprenticeship program may be substituted for equivalent amount of full-time experience.

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SUPERVISOR 1

AREAS OF ASSIGNMENT

Arts and Humanities

Auditing, Accounting

Bookkeeping

Budget and Budget Planning

Clerical

Food Services

General Supervision

Health

Laundry Services

Inspection

Natural Resources

Office Management

Purchasing

Security

Skilled and Unskilled Labor, Trades

Taxation

Established: 9/19/90

Revised: 11/21/91, 7/16/92, 7/21/94, 9/20/94

Effective: 9/20/94