

9421

## **SUPERVISOR 2**

**Nature of Work:** Under general supervision, performs full-performance supervisory work overseeing a section of employees engaged in technical work requiring advanced training. Work is reviewed by superiors through results produced or obtained in meetings. May represent the agency before committees and the general public. Performs related work as required.

**Distinguishing Characteristics:** Supervisor 2 is distinguished from Supervisor 1 by the nature of the work supervised and by the level of collateral work assigned to the position. The nature of work supervised is typically of a technical nature as opposed to clerical at the Supervisor 1 level. May be a working supervisor performing related work of a more advanced level than the subordinates supervised.

### **Examples of Work**

- Plans, assigns, and coordinates the work of subordinates; trains employees in work methods.
- Interprets and applies departmental policies and regulations for employees and others in state government.
- Advises subordinates of changes in policy and procedure.
- Responds to questions or problems of subordinates; restructures work procedures to align with changes in state or federal laws and programs.
- Performs field visit inspections and spot-checks records to document activities and evaluate the performance of the unit.
- Ensures that equipment, supplies, and materials are available to complete work.
- Represents the unit before agency management, administrative hearings, business or civic groups, or other forums.
- Performs employee performance evaluations, approves annual and sick leave, and recommends hiring, disciplinary actions and other employee activity.
- 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; investigative procedures and techniques or technical specialty practice and methods.
- Knowledge of departmental plans or procedures.
- Ability to apply and instruct others in the application of

**SUPERVISOR 2 (CONT'D)**

**Knowledge, Skills and Abilities (cont'd)**

- governing laws, rules, and regulations.
- Ability to make composite detailed reports based on individual reports of subordinates.
- Ability to communicate effectively in oral and written form.
- Ability to plan, assign, and coordinate the work of employees engaged in duties of a technical nature or field inspection work.

**Minimum Qualifications**

- Training:** Graduation from an accredited four-year college or university.
- Substitution:** Additional experience as described below may be substituted for the required training on a year-for-year basis.
- Experience:** Two years of full-time or equivalent part-time paid experience in the area of assignment, one year of which must have been in an administrative or supervisory capacity.
- Substitution:** Successfully completed graduate study in the area of assignment from an accredited four-year college or university may be substituted on a year-for-year basis, not to include the year of supervisory or administrative experience.

**OR**

Completion of a related course accredited by the Department of Education may be substituted for experience at the rate of 1,080 hours per year, not to include the year of supervisory or administrative experience.

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**SUPERVISOR 2**

**AREAS OF ASSIGNMENT**

Arts & Humanities

Auditing, Accounting

Bookkeeping

Budget and Budget Planning

Clerical

Education, Training, Library

Food Services

General Supervision

Health

Inspection

Laundry Services

Law Enforcement, Investigation

Natural Resources

Office Management

Purchasing

Security

Taxation

Established: 9/19/90

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

Effective: 9/20/94