

SUPERVISOR 3

Nature Of Work: Under general supervision, performs advanced level supervisory work overseeing the activities of high-level technical or administrative staff. 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 supervisors through results produced and through meetings to evaluate output. Provides information on the units' accomplishments for the agency's annual report. Represents the agency before committees and the general public. Performs related work as required.

Distinguishing Characteristics: The Supervisor 3 is distinguished from the Supervisor 2 by the nature of the work supervised, the degree of external contacts, the number of units supervised and by the level of collateral work assigned to the position. The work supervised is typically of a technical or administrative nature as opposed to clerical. Contacts are often with other public officials at the state and federal level. Supervises two or more related units. The level of related work assigned is often administrative and technical in nature.

Examples of Work

Performs work in an administrative capacity compiling management reports, representing the agency before committees and the public and attending meetings with limited authority to commit the agency to a cause of action. Interprets and applies departmental policies and regulations for employees and others in state government; may interpret policies for the general public. Advises subordinates of changes in policy and procedure. Plans, assigns, and coordinates the work of subordinates. Assists subordinates in the overall operation of programs and projects. Trains new employees and implements policies, procedures, and regulations of the department. Reviews and monitors the programs and projects of subordinates; assists in compiling federally and state-mandated reports. Designs and carries out management studies for agency management; composes correspondence for agency administrators' signatures; advises superiors on matters relating projects and programs to the agency or department. Answers questions and solves problems for and with subordinates; revises work procedures to align with changes in State or Federal laws or programs.

SUPERVISOR 3 (CONT'D)**Examples of Work (cont'd)**

Prepares and maintains records and reports for superiors to document activities, evaluates the performance of the unit, documents expenditures and projects trends in the program; uses facts and figures to set management goals for improved performance.

Completes employees' performance evaluations, approves annual and sick leave, and recommends hiring, disciplinary actions, and other personnel actions.

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 and the practices and techniques of the field in which assigned.

Knowledge of the state-wide operation of a department and of the impact of related agencies.

Knowledge of departmental regulations, policies and procedures.

Ability to apply and instruct others in the application of governing laws, rules, and regulations.

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

Ability to express oneself clearly and concisely in oral and written form.

Ability to plan, assign, and coordinate the work of employees engaged in duties of a highly technical nature or administrative duties of a difficult nature.

Ability to speak before groups.

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: Four years full-time or equivalent part-time paid experience in the area of assignment, two years 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 two years of supervisory or administrative experience.

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SUPERVISOR 3

AREAS OF ASSIGNMENT

Arts, Humanities, Communication

Auditing, Accounting

Bookkeeping

Budget and Budget Planning

Education, Training, Library

General Supervision

Health

Investigation

Natural Resources

Office Management

Purchasing

Taxation

Established: 9/19/90
Revised: 11/21/91, 9/20/94
Effective: 9/20/94