

Personnel Supervisor

JOB INFORMATION			
Job Code:	117015		
Job Title:	Personnel Supervisor (Centralized)		
FLSA Status:	Exempt		
Supervisory:	Supervises employees and/or student workers.		
Job Family:	HR Administration		
Job Family Group:	Human Resources		
Management Level:	6 Supervisor		

JOB SUMMARY

Supervises the daily work of staff assigned to a personnel/human resources/benefits unit or department.

JOB QUALIFICATIONS:

Education			
Education			

Req	Pref	Degree	Field of Study	
Χ		Bachelor's degree		

Additional Education

Check here if experience may substitute for some of the above education.

X Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level	
Χ		2 years		

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Directly related experience providing sound knowledge of program services and related laws and principles to be able to supervise staff and operations.

Other Job Factors

JOB ACCOUNTABILITIES					
	% Time	Essential	Marginal	N/A	
Supervises the work of staff assigned to a unit or department offering personnel or insurance programs to employees university wide. Communicates unit priorities. Assigns and schedules work based on assessment of work volume and deadlines. Provides input					
Monitors and reviews work for accuracy and timeliness. Identifies and corrects errors. Provides technical guidance and assists in problem resolution. Makes decisions within established authority levels. Ensures adherence to internal operating policies and					
Trains staff in unit operating procedures. Ensures procedures and policies are documented and updated as changes occur. Communicates changes to staff.					
Performs complex and non-repetitive unit or departmental assignments. Resolves operational problems referred by others involving considerable research and exploration of options. Identifies possible impacts or outcomes and presents recommendations.					
Oversees processing and recordkeeping functions. Ensures adequate and consistent procedures and methods for information tracking and retrieval. Determines information needs and develops reporting formats.					
Prepares and files or contributes to the preparation of required regulatory reports.					
Monitors internal operations and evaluates procedures and controls for adequacy. Recommends changes or modifications to operating procedures. Determines most effective means of implementation.					
Provides information and interpretation of benefit policies and procedures. Resolves problems referred by other departmental staff.					
Serves as a resource for other university offices and staff requesting information exchange or assistance. Interacts with external contacts, e.g., vendors, consultants and external administrators to provide and obtain information and resolve operational p					
Researches and collects data for special projects and management studies, or reviews data gathered by others for reasonableness and accuracy. Organizes data, analyzes results and develops recommendations.					
Participates in short and long-range departmental planning. Assists in developing goals and objectives and actions plans for implementing same. Remains current in benefit trends and recommends program modifications and enhancements.					
Participates in the design and development of communication materials announcing and/or explaining benefit programs, services and events. Represents the department at meetings and makes presentations to large groups on benefit programs.					
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. Promotes and maintains standards for securit					

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/

Campus Security Authority (CSA)	Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/	Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name	Signature	Date
Print Manager Name	Signature	Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills,

duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.