

**Classification Specification  
Supervisor**

Classification Series/Occupational Group: Management & Executive Classification Title: Supervisor DBM Range: B31-B32 # of Subgrades: 2 FLSA: Exempt		<p><b>Class Specifications:</b> Incumbents in the Management series are responsible for the overall management and direction of a variety of administrative departments, programs and service offerings that allow the County to function fiscally, administratively, technologically and/or physically. While the level of authority of individual incumbents varies significantly across classification levels, all positions are responsible for the management and supervision of lower level staff. This class is the first of four levels in the Management series. Incumbents are responsible for the supervision of a defined administrative function, process or service that directly supports the County's day-to-day operations. Responsibilities may include preparing and monitoring an assigned budget; assigning and reviewing work of lower level support staff; scheduling support staff; and establishing and enforcing work procedures and processes.</p> <p>Incumbents apply significant working experience to ensure safe and efficient operations in assigned area. Decisions made at this level are predominantly operational in nature, dealing with the oversight of clearly defined procedures and work methods. Incumbents may adjust and modify work processes as necessary to ensure successful operations, but generally do not define the goals and objectives of the work area.</p> <p>Incumbents in this class are responsible for the outcome and performance of clearly defined objectives, and may have limited responsibility for the oversight of people (staff) and resources (budget), which includes leading the work of lower level technical and/or clerical staff.</p>			
Characteristics	Work Diversity	Complexity	Knowledge	Responsibility	Classification Level Distinctions
Subgrade 1	<b>Primarily Homogenous:</b> Major job responsibilities are primarily homogenous requiring the application of operational knowledge to a defined function.	<b>Standard:</b> Most difficult job responsibilities typically performed for less than 50% of the employee's time.	Applies a broad range of skills and knowledge to achieve the operational objectives of the assigned area. May adjust standard procedures and practices as necessary to handle routine and some non-routine issues.	Coordinates the day-to-day operations of a group of employees to achieve the objectives of the assigned operational area. Monitors and reviews progress and makes adjustments as necessary.	
Subgrade 2	<b>Primarily Heterogeneous:</b> Major job responsibilities exhibit a moderate degree of diversity often requiring the application of operational knowledge to one or more closely related functions.	<b>Significant:</b> Most difficult job responsibilities generally account for 50% or more of the employee's total work time.	Applies a comprehensive range of skills and knowledge to achieve the operational objectives of the assigned area. Regularly adjusts procedures and practices as necessary to manage non-routine issues.	Oversees the day-to-day operations of a group of employees. Responsible for training and development of subordinate staff, estimating personnel needs, and assigning work.	