



Example of Supervisory Human Resources Specialist Job Description

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Our growing company is hiring for a supervisory human resources specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for supervisory human resources specialist

- Recommend military personnel policies and procedures
- Supervise subordinates within the department
- Provide advisory assistance to Headquarters on military personnel matters
- Review job descriptions of employees within the organization
- Resolve complaints/grievances from staff within the organization
- Support a team to resolve issues/problems requiring consideration of the total human resource management program
- Review administrative and technical procedures to attain maximum efficiency, economy, and effectiveness of operations
- Oversee advisory services based on the serviced Command's local, regional, or national priorities and takes proactive measures to anticipate the Commanders' needs by pre-positioning work products in expectation of new projects and programs
- Provide advisory services on staffing actions
- Advise subordinates and management on recruitment strategies, sources, and special programs

Qualifications for supervisory human resources specialist

- Assist in developing short and long range staffing plans to meet forecasted mission requirements, human capital losses, and changes in critical competencies

- This position may require a one year supervisory probation period
- Perry Point, MD
- Time in grade requirement must be met by the closing date