



# Example of Supervisory Human Resources Specialist Job Description

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Our company is searching for experienced candidates for the position of supervisory human resources specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for supervisory human resources specialist

- Identifying and proposing solutions to complex issues and concerns where previous studies and established techniques require modification and adaptation
- Conducting research and evaluating options for use in implementing OHC programs and policies
- Providing sound interpretation and guidance regarding the application of HR related policies and procedures
- Managing allocated resources (staff, budget, equipment, ) to accomplish work and objectives of the component, program, or project
- Serving as the Employee Relations (ER) and Office of Workers Compensation Programs consultant to the FSD and other management members
- Identifying and providing guidance on Fitness for Duty and Family and Medical Leave Act (FMLA) issues
- Provide technical guidance on employee relations issues to insure consistency in procedures
- Research case law, polices and organizational precedents to recommend solutions to employee disciplinary issues
- Provide advisory on civilian employee suitability program and processes
- Advise management on application of negotiated agreements and Federal Labor Relations Authority decisions

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- Other (Schedule A Letter)
  - Pyong Taek, South Korea
  - You must submit to a background investigation
  - This position is in Career Program 10
  - Kaiserslautern, Germany
  - Saint Petersburg, FL