

Market Range Detail - Operations/Program Supervisor

Effective Date

December 17, 2007

Market Range Title Description

This market range title includes positions with a broad range of job duties, responsibilities, and specialized experience which may be focused in any program, operational, or technical County function. Incumbents are responsible for the oversight and daily supervision of the technical operations of an assigned function or a specific program. Job duties vary based on assigned operational functions or programs, but typically include: supervising professional and/or support staff; overseeing and directing the implementation of program/operations objectives and services; assisting in the development of goals and strategies; recommending and implementing program or operational improvements, additions or changes; developing policies and procedures related to area of responsibility; monitoring the division budget; measuring and analyzing program or operations results and recommending actions to meet and/or increase results and output; ensuring that division operations remain within established time frames, funding, and objectives; researching and identifying funding sources; ensuring the quality of customer service and work products; resolving complex and sensitive work issues; assisting management with special projects; participating in strategic planning and budgeting planning. Supervisory responsibilities include developing and monitoring performance plans, conducting performance evaluations, training, coaching and counseling staff, determining work priorities and schedules, and leading the interview and selection process.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$23.03	\$29.34	\$35.65

Likely Minimum Qualifications

- Bachelor's degree in field related to area of assignment
- 3 years of experience in the technical area of assignment or experience in program implementation and administration including 1 year of prior lead and/or supervisory experience
- Other combinations of education and/or experience may be considered in substitution for the minimum qualifications

Working Titles

- Assistant Division Chief - Operations & Maintenance
- Assistant Food Service Manager
- Business Services Supervisor
- Cessation Program Supervisor
- Community Nutrition Supervisor
- Community Promotions Supervisor
- Community Services Operations Supervisor
- Eastside Operations Supervisor
- Education Supervisor
- Emergency Management & Surveillance Supervisor
- Epidemiology & Data Services Supervisor
- Estate Administrator Supervisor
- Estate Operations Supervisor
- Exam Services Supervisor
- Family Health Partnerships Supervisor
- Graphic Communications Supervisor
- Guardian Administrator Supervisor
- Health & Education Program Supervisor
- Health Supervisor
- Healthy Start Program Supervisor
- HIV/HCV Infection Control Program Supervisor
- Instrument Technician Supervisor
- Medical Investigator Supervisor
- Operations Supervisor
- Polygraph Examiner Supervisor
- Prevention Program Supervisor
- Professional & Technical Services Supervisor
- Program Supervisor
- Ryan White Title I Program Supervisor
- Security Division Deputy Director
- Sheriff's Laundry Supervisor
- Small Business Enterprise Program Supervisor
- Small Business Environmental Asst Program Supervisor
- Small Schools Program Supervisor
- Substance Abuse Programs Supervisor
- Training/Assessment Supervisor

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.