

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



HUMAN RESOURCES SPECIALIST

JOB CODE: 20092	PAY GRADE: 15	PAY RANGE: \$45,830 - \$73,329
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GENERAL DESCRIPTION

Under the general direction of an HR Supervisor or Manager, the primary focus of this position is to provide professional bureau level oversight of benefits, compensation, performance evaluations, employment, and specialized projects. Work is reviewed through observation and results obtained. Specific job duties determined by area of assignment.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Full cycle recruiting for open positions including advertising, attending and/or facilitating job fairs;
- Successfully prepare, distribute and track requisitions and personnel actions forms;
- Manage the employment application process by screening applications, assist with pre-employment testing, facilitating oral boards (interviews) and conduct new hire onboarding;
- Manage current positions and vacancies and compile the necessary reports;
- Respond to all employment and/or benefit related inquiries from applicants, members and retirees;
- Point of contact for members or retirees and benefit carriers to answer or resolve claims questions or issues;
- Prepare, update and maintain benefit related paperwork;
- Assist with planning and coordinating benefit functions including open enrollment and benefits and wellness fair;
- Develop, facilitate and present training for new and existing members on HR policies and best practices;
- Administer human resources policies, best practices, and benefits;
- Administer leave of absence programs including Family and Medical Leave Act, short and long term disability and workers compensation including eligibility, approval process, and return to work requirements;
- Administer performance evaluation program;
- Facilitate pre-retirement and post-retirement meetings with agency members, to include completion and submission of supporting documentation;
- Conduct and analyze salary and/or benefit surveys;

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- Ensure that all databases, reports, documentation, etc., are accurately updated, properly scanned/filed, secured and disseminated in a timely manner consistent with policy;
- Monitor the budget and make adjustments accordingly;
- Participate in Sheriff's Office recruitment and community relations activities as directed.

Regular and reliable attendance is required as an essential function of the position.

This position may be considered essential and, in the event of an emergency or natural disaster, may be required to work.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

QUALIFICATIONS

- Graduation from an accredited college or university with a Bachelor's Degree in Human Resources Management, Business Administration, Public Administration, or related field AND 2 years' experience in a Human Resources professional role
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Proficiency or knowledge in using a variety of computer software applications such as Microsoft Office (Excel, Word, etc.)
- Time management skills to efficiently organize, prioritize, schedule and manage daily work activities, tasks, and special assignments; work is completed independently with the incumbent being able to successfully complete all projects in a timely manner
- Ability to utilize research techniques and statistical analysis in report preparation, using sound judgment in the interpretation of data gathered
- Ability to maintain a high level of confidentiality
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace



PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 8 hours per day
- Stand up to 1 hour per day
- Walk up to 1 hour per day
- Occasionally lift up to 20 lbs.
- Occasionally bend, squat, reach, kneel, or twist