

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



HUMAN RESOURCES SPECIALIST

JOB CODE: 20092	PAY GRADE: 15	PAY RANGE: \$47,663 - \$76,262
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GENERAL DESCRIPTION

Under the general direction of a Human Resources Manager, the primary focus of this position is to provide specialized technical and professional level oversight in one of the functional areas of the Human Resources Bureau. Areas to include Employment and Employee Benefits. Members in this classification perform routine and moderately complex support duties and function with considerable independence in routine tasks in the functional area. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Leads full cycle recruiting for open positions including advertising, attending and/or facilitating job fairs
- Prepares, distributes and tracks requisitions and personnel actions forms
- Manages the employment application process by screening applications, assist with pre-employment testing and facilitating oral boards (interviews) and conduct new hire onboarding
- Manages current positions and vacancies and assists in compiling the necessary reports
- Responds to all employment and/or benefit related inquiries from applicants, members and retirees
- Serves as point of contact for members or retirees and benefit carriers to answer or resolve claims questions or issues
- Prepares, updates and maintains benefit related paperwork
- Assists with planning and coordinating benefit functions including open enrollment and benefits and wellness fair
- Develops, facilitates and presents training for new and existing members on HR policies and best practices
- Administers human resources policies, best practices and benefits
- Administers 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
- Facilitates pre-retirement and postretirement meetings with agency members, to include completion and submission of supporting documentation

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- Conducts and analyzes salary and/or benefit surveys
- Ensures that all databases, reports, documentation, etc., are accurately updated, properly scanned/filed, secured and disseminated in a timely manner consistent with policy
- Monitors the budget and make adjustments accordingly
- 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 report to work
- Participates in Sheriff's Office recruitment and community relations activities as directed
- 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
- Two (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
- Time management skills to efficiently organize, prioritize, schedule and manage daily work activities, tasks, and special assignments; work is completed independently with the member 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 and twist