

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## ASSISTANT DIRECTOR - HUMAN RESOURCES

**JOB CODE: 20002**

**PAY GRADE: CAP/AD**

**SALARY: \$144,845**

### GENERAL DESCRIPTION

Under the general direction of the Human Resources Director, the main focus of this position is to perform professional administrative and supervisory functions of complex difficulty in the planning, directing, and management of a personnel program within the agency. The incumbent assumes responsibility for independent judgment and initiative for exercising interpretation of the laws and policies in regard to recruitment, selection, placement, classification, compensation, benefits, FMLA, Workers' Compensation, and various other related personnel activities. Work performed is accomplished within the framework of agency policies and guidelines and state/federal laws. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** Yes

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Responsible for their subordinate employees' welfare and care, individual training in the conduct of their duties and mentoring
- Reviews subordinates work performance, conducts open and honest performance counseling, appraisals and evaluated conditions of performance, initiates corrective action and/or disciplinary action as necessary
- Ensures subordinates meet agency standard in personal appearance, maintains and accounts for materials and agency equipment as prescribed by Sheriff's Office policy, special or General Orders and Standard Operating Procedures (SOPs)
- Provides guidance in implementation and accomplishment of agency division goals
- Researches and conducts pay classification surveys to ensure salary and compensation fall within acceptable ranges as compared to similar agencies and job classifications
- Supervises the creation/storage/maintenance of a variety of records (personnel, medical, training, grievances, commendations, etc.) and prepare and submit required regulatory and specialty reports
- Provides knowledge of principles, practices, and procedures of Public Personnel Administration
- Administers the performance evaluation system and compliance
- Responsible for the Sheriff's Leadership Institute
- Leads workforce and leadership development initiatives

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- Participates 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 is considered essential and, in the event of an emergency or natural disaster, will be required to report 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 or related field AND eight (8) years' related experience AND four (4) years' supervisory experience
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of personnel rules, labor laws, acts, and mandates related to Human Resources to ensure proper adherence of the same by the agency and to guide Bureau Commanders on HR related issues and their consequences
- Knowledge of industry best practices in employment, classification, compensation, and benefits
- Knowledge of ADA, FMLA, Workers Compensation and FLSA to ensure proper adherence
- Knowledge of the social importance of law enforcement in Pinellas County and the ability to articulate this knowledge to citizens and governmental officials-the need for law enforcement, the law enforcement mission and the benefits and safety features provided to the citizens of the county
- Knowledge of terminology (technical and medical), job context and qualification requirements of a variety of public occupations
- Knowledge of recent developments, civil literature and sources of information in the field of Public Personnel Administration



- Ability to ensure that effective and efficient administrative and management systems are operating within the Human Resources Bureau as measured by the level of services provided
- Ability to provide input and/or develop budget requests which provide for adequate expenditures and prioritizes needs on an analysis of objectives
- Ability to respond to personnel grievances in accordance with agency policies/procedures on a timely basis
- Ability to motivate staff and fellow employees by directing and modifying procedures and controls; encourage employee behavior to achieve both personal and agency goals in order to fulfill the mission of the agency
- Ability to review personnel performance evaluations of staff in accordance with agency policies to ensure they are fair and impartial, and accurately reflect the job the employee performs
- Ability to plan and organize the work of subordinate supervisors in a manner conducive to full performance and high morale as reflected in outstanding staff inspections
- Ability to promote and maintain effective relations with members of the Executive Staff, departments under the County Commissioners, the general public and other stakeholders
- Ability to operate equipment and instruments utilized in meeting job requirements and operational responsibilities
- Ability to communicate effectively both verbally and in writing
- 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 7 hours per day
- Stand up to 1 hour per day
- Walk up to 1 hour per day
- Drive up to 1 hour per day
- Occasionally lift up to 20 lbs.
- Occasionally bend, squat, reach, kneel, or twist