

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## HUMAN RESOURCES MANAGER

**JOB CODE: 20063**

**PAY GRADE: 26**

**PAY RANGE: \$75,468 - \$120,748**

### GENERAL DESCRIPTION

Under the general supervision of the Bureau Command, the primary focus of this position is to provide professional level oversight of all aspects of employment and benefits to include applicant review, interviews, hiring, promotional exams, pay plan and classification studies, etc. and employee assistance regarding benefits, FMLA and WC. Work is reviewed through observation and results obtained. Specific job duties determined by assignment in either Employment or Benefits.

**SUPERVISES OTHERS:** Yes

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Responsible for their subordinate employees' welfare and care, employee training in the conduct of their duties, as well as employee coaching and mentoring;
- Reviews employees' work performance, conducts open and honest performance evaluations, and initiates corrective 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, General Orders, and Standard Operating Procedures (SOPs)
- Oversees applicant interview and hiring process and ensures compliance with all current local, state, and federal employment laws;
- Assists with presenting nonsworn applicant files both internal and external hires to administration for final approval;
- Creates and reviews interview questions for sworn and nonsworn interviews;
- Responsible for recruitment to include event coordination;
- Tracks and maintains EEO statistics as they pertain to applications received and current employee status;
- Oversees the entire promotional process;
- Uses data and cost analyses to compare compensation and benefits plans;
- Creates training modules to educate members and supervisors on HR processes;
- Oversees employee benefit and leave programs and ensures policies are in accordance with all current local, state, and federal laws;
- Works with outside partners such as insurance brokers and benefit carriers;
- Administers agency benefits programs to include retirement plans, family and medical leave, wellness programs, and insurance policies such as health, dental, vision, life and



- disability insurance;
- Manages enrollment and onboarding for agency members, retirees and new hires;
- Oversees employee compensation and job descriptions to ensure pay is fair and equitable to essential functions and responsibilities;
- Administers the performance management program
- Manages day-to-day operations of the assigned area; develops and implements administrative policies, procedures, and guidelines to ensure operational efficiency and effective administration of assigned personnel;
- Plans and recommends new systems and procedures to improve operations;
- Coordinates with other departments/sections within the agency and externally to ensure communication and service efficiencies; interprets and explains requirements, regulations, and procedures;
- Prepares, or assists in the preparation, of the annual budget, monitors status of allocated funds, and controls expenses;
- Provides supervision, guidance, training, and motivation to assigned personnel, evaluates performance, and initiates corrective action as needed;
- 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 Business Administration, Public Administration or related field AND three (3) years' related experience AND two (2) years' supervisory experience OR
- Six (6) years' experience in Human Resources with two (2) 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

- Ability to create reports, respond to surveys, create statistical summaries, and to write and revise policies, letters memos, etc.
- Ability to teach in a classroom setting on various HR topics
- Ability to identify existing or potential problems and to develop ways to resolve issues
- Working knowledge of the functions, activities, requirements, and objectives of the area assigned
- Knowledge of agency budget development and management procedures
- Ability to operate equipment and instruments utilized in meeting job requirements and operational responsibilities
- Knowledge of pay plan and compensation practices; statistical analysis and reporting
- Knowledge of ADA, FMLA, Workers' Compensation and FLSA to ensure proper adherence and assist supervisors to make decisions on various issues within the guidelines of state/federal/agency laws, rules and regulations
- 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 and/or complete personnel 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 establish and maintain effective working relations within and outside the agency
- Ability to communicate effectively both verbally and in writing
- Organizational skills
- Time management
- 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
- Occasionally lift up to 20 lbs.
- Occasionally bend, squat, reach, kneel, or twist