

HUMAN RESOURCES OFFICER

Job Code	Pay Grade
20274	SM5b

Nature of Work

This is highly responsible, professional and supervisory human resources work in assessing, planning, supervising, and directing work in one of the following areas of human resources (HR): benefits, classification and compensation, recruitment and selection, or training and development. An employee in this classification serves as a technical expert in the area of responsibility and is responsible for planning, directing, supervising and coordinating other professional and technical staff to implement complex human resource programs involving complex specialized areas and assignments in training; compensation and classification, recruitment and selection, records administration, benefits, and other human resource functions. The incumbent makes decisions and prepares reports, and recommends new or modifications in existing system wide policies and programs. The incumbent supervises human resource functions vital to the County's human resource programs and operations and is expected to work collaboratively with other Human Resource Officers, Human Resource Business Partners, and other HR staff to design and develop integrated programs which meet professional standards and best meet the evolving needs of the appointing authorities and the UPS. The position reports to a Division Director; work is performed under general direction with considerable latitude for individual initiative and judgment and is reviewed by observation of results achieved and periodic reports and conferences.

Minimum Qualification Requirements

- Bachelor's degree in human resources, organizational development, education, public administration or directly related field and 4 years of professional human resources experience in the relevant area of human resources with 2 years of leadership or supervisory experience; or
- Master's degree and 2 years of leadership or supervisory experience in the relevant area of human resources; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to demonstrate competence, possess specialized training, or certifications in one or more specific HR programs and functions.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Supervises professional, technical and/or clerical staff engaged in the day-to-day operations of an area(s) of human resources.
- Implements and administers personnel processes governing policies, rules, regulations, and practices.
- Supports HR Director and Division Directors in planning and directing assigned human resources programs and all department activities and completes special projects assignments.
- Advises directors, officials, employees and others on complicated administrative and technical employment issues, rules, laws, and regulations.
- Recommends policies and procedures within area(s) of expertise/assignment including modifications and improvements which meet professional standards and contribute to the improved effectiveness of the Unified Personnel System.
- Administers and interprets county personnel policies for administrators, managers or individual employees.
- Coordinates and administers computer based programs, policies, and procedures as necessary to implement human resource operations/programs plus ensures computer related processes run smoothly.
- Partners with organizational leaders to identify needs within HR area of assignment and implements new programs and training as needed.
- Advises senior leadership regarding initiatives and activities that promote maximum staff effectiveness and creates a positive impact on organizational performance.

HUMAN RESOURCES OFFICER (continued)

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Illustrative Tasks (continued)

- Plans, launches, monitors, and acts on long-range improvement initiatives that are aligned with the organization's strategic goals.
- Designs and establishes benchmarks that measure the impact and effectiveness of human resources programs within area of assignment.
- Forges working relationships with internal and external stakeholders, including but not limited to universities/colleges, public schools, private industry, government entities, etc.
- Coordinates and manages needs assessments of internal stake holders such as frontline leaders, individual contributors, support staff and others.
- Identifies opportunities to share best practices and improve technical and organizational effectiveness across units.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge and technical expertise in the area of assignment including best practices for today and the future.
- Knowledge of public administration techniques, principles and practices.
- Knowledge of Federal, State of Florida, and local laws and guidelines pertaining to employment with specific attention to the area of assignment.
- Knowledge of merit system principles and politics.
- Knowledge of computer systems and operations to implement and administer human resource operations and services.
- Ability to apply technical expertise creatively to best achieve organizational goals and meet professional standards.
- Ability to develop and implement progressive policies and practices within area of assignment to achieve productivity, cost containment, and other human resource objectives.
- Ability to supervise and lead a diverse staff responsible for implementation of technical area(s) of human resources services.
- Ability to establish and maintain effective working relationships with administrative officials, associates, and the general public.
- Ability to develop administrative practices, procedures, and systems for a human resources program.
- Ability to analyze facts and to exercise sound judgment and to arrive at valid conclusions.
- Ability to prepare and deliver instruction and learning plus lead individuals and groups to meet desired objectives.
- Ability to effectively communicate both orally and in writing to groups and individuals.
- Ability to present ideas persuasively to internal and external audiences.
- Ability to encourage, motivate and guide individuals and teams in learning and improving effectiveness.
- Ability to contribute to operational, tactical, and strategic planning in support of the organization's business plan.
- Ability to develop visual aids and other instructional materials to meet informational and training needs.
- Ability to develop and maintain effective working relationships with vendors, manufacturers, elected officials, management, employees, and the general public.

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Created	EEOC Code	Overtime Code
12/14	Professionals	Exempt