


UNIFIED PERSONNEL SYSTEM

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Peggy Rowe
Director

TO: The Honorable Chair and Members of the Unified Personnel Board

FROM: Peggy Rowe, Director of Human Resources 

SUBJECT: Audit of One (1) Encumbered Administrative Support Specialist, Position HRD/C30 (Pay Grade CL11) in the Human Resources Department

DATE: April 3, 2013

As requested, the Human Resources Department has reviewed the duties and responsibilities assigned the subject position.

RECOMMENDATION:

It is our finding that the duties and responsibilities being assigned to the following position are not at the level of the current classification. It is therefore recommended that you either:

- a) Assign duties and responsibilities to the level of the current classification,
- or,
- b) Request the Personnel Board reclassify the following position as shown below without benefit of examination, and serve a probationary period as is outlined in Personnel Rule IX.

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
HRD/C30	Admin Support Spec	CL11	Human Resources Tech	CL13 (\$36,046-\$56,056)

This position is a technical position administering and coordinating new hire/rehire, promotion, demotion, transfer, and performance review administrative processes. This position coordinates the information processing duties concerned with these activities with managers and supervisors throughout the county. Duties include compiling and providing assistance with various departmental employment reports, assisting county supervisors and management with the processing of performance review documentation, and ensuring that employee identification badges are current and functional. Based on internal equity within the department, it is therefore recommended that this position receive an upward reclassification to Human Resources Technician, pay grade CL13, (\$36,046-\$56,056).

I agree with recommendation b) in this report. Funds are available for implementation.


Peggy Rowe, Director of Human Resources

4-3-13
Date

PR/JV/gjc
Doc Id: hrd30.doc

HUMAN RESOURCES TECHNICIAN

Job Code	Pay Grade
20120	CL13

Nature of Work

This is entry level professional, technical human resources work administering and coordinating human resources rules, policies, and procedures in an automated environment. Employees in this class are responsible for supporting the implementation of human resources policies, coordinating departmental automation efforts, and explaining human resources procedures to all levels of employees. Duties may include preparation and publication of documents or information intended for internal and external circulation by the Human Resources Department. Incumbent may conduct research and perform interviews to facilitate staff selection and placement or conduct intake of employee issues or complaints about workplace matters and assist with investigations of workplace problems. Incumbent may provide technical support to specialized HR programs and support the Human Resources Information Systems (HRIS). Performs a wide range of technical and administrative processes assigned to the department. Work requires the exercise of considerable independent judgment, attention to detail, and adherence to rigid deadlines. Incumbent refers non-standard situations and complex technical problems to a supervisor with recommended courses of action. The incumbent reports to a supervisor or designee.

Minimum Qualifications Requirements

- 4 years technical or professional experience in human resources or human resources administration, or
- Associate's degree with major coursework in human resources, personnel administration, business, public administration, or a related field and 2 years of technical or professional experience in personnel or human resources administration, or
- Bachelor's degree with major coursework in human resources, personnel administration, business, public administration, or a related field, or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- A Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to demonstrate more advanced proficiency, competency, and satisfactory completion of regularly assigned work in an independent manner. Appointing Authority retains discretion to employ an incumbent at this level or advance the incumbent non-competitively or competitively after a candidate meets the minimum qualifications to an in-line career ladder position (such as Human Resources Specialist) within the same organization or department.
- Candidate may be required to obtain and maintain a Florida Human Resources Association; Professional in Human Resources (PHR); Senior PHR; Certified Compensation Professional and/or other appropriate designations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Performs highly technical and professional level assignments in any combination of HR functions including total compensation, benefits, employment, employee relations, training, volunteer services, communications, and other HR programs.
- Assists managers and supervisors to compile and provide information in person and via employee newsletters, hiring/promotional lists, newspaper advertisements, and other publications or programs requiring employee participation or support.
- Coordinates desktop publishing efforts for publications section; recommends format, design, and prepares camera-ready copy for printing.
- Performs editorial responsibilities as assigned by supervisor, including content proofing and authorization to print.

HUMAN RESOURCES TECHNICIAN (continued)

Job Code	Pay Grade
20120	CL13

Illustrative Tasks (continued)

- Assists others and provides technical support in the administration of a broad range of employee benefits assistance and/or insurance programs including health, wellness, dental, life, retirement, employee assistance and related tasks.
- Prepares and distributes electronic registers, posts applications to the website; ensures employment advertising is placed in a timely and accurate manner.
- Provides technical users with application documentation and training programs on proper use of equipment and software.
- Conducts intake interviews and evaluates complaints to determine the appropriate venue for assistance; makes referral recommendations.
- Conducts special projects and research on administrative matters for management.
- Assists with investigations of workplace problems.
- Documents and analyzes employee relations and performance management activities, issues and trends.
- Monitors and assists in the development of the department budget.
- May provide the purchasing function for the department.
- Responds to users' requests to generate reports; may perform modifications to existing programs, using statistical software packages or programs.
- Establishes user categories and access limitations to system resources; trains users countywide to operate departmental computer applications.
- Performs information processing duties, data entry and retrieval, routine information terminal operations, and programming/reprogramming as needed.
- Performs technical analysis, prepares regular or special reports and assists in completion of the full range of HR related projects and assignments.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the principles and procedures of current office operations.
- Knowledge of human resource or personnel functions, practices, policies, and procedures.
- Ability to analyze data, prepare reports, and maintain filing system.
- Ability to perform technical computations and statistical tabulations and prepare reports based upon the findings.
- Ability to understand and follow oral and written instructions and express oneself clearly and concisely, orally and in writing.
- Ability to respond to inquiries or complaints with tact and courtesy.
- Ability to operate a personal computer and other automated systems to enter and retrieve information, monitor work performed, and to communicate information in reports, etc.
- Ability to establish and maintain effective working relationships with customers, superiors, fellow employees, and others.

For official use only

Revised	EEOC Code	Overtime Code
10/11	Technicians	Classified