

# HUMAN RESOURCES MANAGER

<b>Job Code</b>	<b>Pay Grade</b>
<b>20272</b>	<b>SM3b</b>

## **Nature of Work**

This is responsible managerial and supervisory work leading and directing subordinate supervisors and staff to implement human resource (HR) policies, processes, and programs of the Pinellas County Unified Personnel System (UPS). An employee in this classification performs as an expert manager 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 records administration; training; total compensation; communications; employee relations; recruitment; volunteer services; human resource information systems; and other human resource functions. Work involves supervising, training, and coordinating professional and highly technical staff to provide human resource services to appointing officials. The incumbent completes assessments, plans, develops, implements, and supervises others in the administration of county personnel programs. The incumbent consults with appointing authorities and department managers on human resource administration and development of policies and procedures consistent with the UPS. The incumbent makes decisions and prepares reports, plus recommends new or modifications in existing system wide policies and programs. The incumbent manages human resource functions vital to the County's human resource programs and operations. The position reports to the Director of Human Resources

## **Minimum Qualification Requirements**

- Bachelor's degree in human resources, public or business administration or directly related field and 4 years of professional human resource experience that includes 2 years experience in the assigned area plus lead worker, supervision or supervisory training; or
- Master's degree and 2 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

## **Appointing Authority May Also Require**

- 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 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.)**

- Manages and supervises the budget and staff resources to provide human resource services and implement a comprehensive mix of human resource programs and personnel services.
- Represents the organization at meetings, conferences, and other important operations meetings interacting with officials and managers to administer human resource programs and deliver high quality services.
- Supports managers in planning and directing assigned human resource programs and all departmental activities and completes special projects and special assignments that impact the entire workforce.
- Assists managers in the preparation of policies, procedures and prepares budget and controlling departmental procedures/operations to conform with requirements and resource plans.
- Advises managers, officials, employees and others on complicated administrative employment issues, rules and regulations.
- Advises appointing authorities and departments on how to deal with employees that qualify under the Federal, State of Florida plus county policies, rules, and regulations implementing laws and programs.
- Reviews and approves/disapproves disciplinary actions and terminations and facilitates disciplinary interviews and pre-disciplinary hearings.

# HUMAN RESOURCES MANAGER (continued)

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## Illustrative Tasks (continued)

- Makes recommendations and authors reports, communications, and important decision papers to overcome organizational problems, improve operations, to develop/improve personnel rules, regulations, policies and programs.
- Administers and interprets county personnel policies for administrators, managers or individual employees.
- Serves as a member of the organization's management team interacting and coordinating with other officials to maintain, improve, and implement state-of-the art human resource programs and services.
- Coordinates and administers computer based programs, policies, and procedures as necessary to implement human resource operations/programs plus ensures computer related processes run smoothly.
- Performs related work as assigned or required.

## Knowledge, Skills, and Abilities

- Knowledge of employment organizations and human resource administration processes, laws, rules, and regulations.
- Knowledge of Federal, State of Florida and local laws and guidelines pertaining to employment.
- Knowledge of merit system principles and policies.
- Knowledge of the principles of management and supervision.
- Knowledge of computer systems and operations to implement and administer human resource operations and services.
- Knowledge of statistical concepts and methods.
- Knowledge of public administration techniques and principles and practices.
- Knowledge of laws, rules and regulations applicable to county government.
- Ability to apply computer applications and software.
- Ability to develop and implement progressive policies and practices to achieve affirmative action, productivity, cost containment, and other human resource objectives.
- Ability to supervise a diverse staff responsible to implement a comprehensive mix of human resource 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 human resource programs.
- 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.

For official use only

Re-instated	EEOC Code	Overtime Code
9/16	Officials & Managers	Exempt