



Human Resources Consultant

Category: Exempt
Pay Grade: E22
Job Code: 20157

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs responsible professional work coordinating projects with staff to implement human resource (HR) processes and programs of the Pinellas County Unified Personnel System (UPS); performs as a lead worker responsible for planning and coordinating other professional and technical staff to implement complex human resources programs in one or more major HR activities and program areas; relieves senior managers of professional level assignments, special projects, and important policy or management level assignments to ensure delivery of timely services and strong departmental communications; trains and coordinates with other staff in the development, implementation, and administration of major personnel programs, conferring with appointing authorities and department managers on personnel administration, as well as assisting with the research or development of policies and procedures consistent with the UPS; makes decisions, prepares reports, and makes recommendations on important policies and programs.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Implements and administers personnel processes governing policies, rules, regulations, and practices;
- Implements and manages important and sensitive personnel programs, operations, and activities;
- Participates in special studies, surveys, and the collection of information on difficult operational and administrative problems and prepares reports recommending solutions or courses of action;
- Researches, analyzes, and resolves complex problems and policy issues related to HR including handling difficult and sensitive cases and assignments that may include employment problems or controversy;
- Coordinates HR activities impacting UPS HR policies, processes, and activities;
- Represents management at meetings, conferences, and other important operations interacting with officials and managers to implement personnel programs and deliver high quality services;
- Advises managers, officials, employees, and others on complex administrative employment issues, rules, and regulations;
- Reviews and approves/disapproves disciplinary actions and terminations and facilitates disciplinary interviews including pre-disciplinary hearings;
- Interprets HR policies, rules, and regulations for administrators, managers, or individual employees;
- Researches, prepares, and coordinates establishment of new or revisions in policies and procedures to deliver, maintain, and improve HR customer service;
- Consults and counsels employees, managers, and supervisors on highly specialized HR matters as well as the full range of HR services and programs;
- Prepares, coordinates, and delivers services to support workshops, training, education, and special workforce projects or employment related matters;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in personnel or human resources management, public or business administration, finance, or directly related field and four (4) years of highly technical and professional human resources management operations experience with two (2) years of direct experience in the area of assignment with lead worker, supervisor, or supervisory training; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- 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 knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of multiple human resource disciplines, including compensation practices, organizational diagnosis, employee relations, diversity, performance management, and federal and state employment laws;
- Knowledge of public administration principles and practices;
- Knowledge of human resources programs, principles, and practices;
- Knowledge of employment and labor laws, regulations, and requirements;
- Knowledge of office automation, data processing principles, and practices;
- Knowledge of statistical concepts and methods;
- Knowledge of laws, rules, and regulations applicable to County government;
- Ability to apply computer applications and software;
- Ability to analyze facts and to exercise sound judgment and to arrive at valid and appropriate conclusions;
- Ability to prepare and deliver instruction and learning plus lead individuals and groups to meet desired objectives;
- Ability to prepare written reports;
- Ability to analyze and solve administrative problems and to render advice and assistance to managers, supervisors, employees, applicants, and other individuals;

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.

WORKING CONDITIONS

Work is performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.