



Human Resources Officer

Category: Exempt
Pay Grade: E26
Job Code: 20274

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 highly responsible, professional and supervisory human resources work in assessing, planning, supervising, and directing work in one of the functional areas of human resources (HR). 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; makes decisions and prepares reports, and recommends new or modifications in existing system wide policies and programs; 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 Consultants, 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.

ESSENTIAL JOB FUNCTIONS (examples, 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;
- 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 stakeholders such as frontline leaders, individual contributors, support staff, and others;
- Identifies opportunities to share best practices and improve technical and organizational effectiveness across units;
- Manages the budget and meets budgetary goals and objectives;
- Assists in the development of the health fund budget as well as monitors the fund;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in human resources, organizational development, education, public administration, or directly related field and four (4) years of professional human resources experience in the relevant area of human resources with two (2) years of leadership or supervisory experience; or a Master's degree and two (2) years of leadership or supervisory experience in the relevant area of human resources; 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 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, and local laws and guidelines pertaining to employment with specific attention to the area of assignment;
- Knowledge of merit system principles and processes;
- 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.

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 dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.