



## **Tax Collector HR Generalist**

**Category:** Exempt  
**Pay Grade:** TCE-18  
**Job Code:** 23268

*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 in the delivery of a variety of human resources, (HR) management functions and duties in areas such as employment, payroll, benefits, training, employee relations, or other special projects. Incumbents in this class provide guidance on strategic and HR operational issues to management and develop new programs and initiatives to meet management needs. The incumbent partners with management to facilitate the delivery of HR services as appropriate and serves as contact for employees to answer questions regarding HR policies and procedures. Work performed with considerable independent judgment and initiative under the direction of the Senior Manager, or Deputy Tax Collector and is reviewed by observation of results achieved, periodic conferences, and reports.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Serves as a link between management and employees by handling questions, interpreting and administering HR policies, rules and regulations and helping resolve work-related problems;
- Prepares and presents HR related training programs on topics such as new employee orientation, employee relations, and HR-related compliance issues;
- Conducts special studies (e.g., headcount/turnover) and prepares results for management;
- Assists managers with recommendations for disciplinary action and HR-related hearings and investigations;
- Administers performance management system by reviewing performance evaluation documents and related pay action forms;
- Administers Family and Medical Leave Act, (FMLA) compliance by reviewing FMLA documentation and advising managers and supervisors regarding FMLA policies and procedures;
- Coordinates the Rewards and Recognition Program and In-service Day planning and preparations;
- Researches, prepares & coordinates revisions to existing policies and procedures or implementation of new HR policies;
- Assists with payroll processing, and payroll database maintenance and updates;
- Provides strategic and operational HR guidance to line management;
- Acts as liaison with the Pinellas County Human Resources Department;
- Acts as liaison with the department directors and agency managers in the Tax Collector's Office to advise management on decisions that require sound HR practices and perspectives;
- Maintains files, records, and completes documentation or correspondence and other materials;
- Initiates and carries through to completion special projects as directed by the Tax Collector, Chief Deputy, Deputy Tax Collector or Senior Manager;
- Performs other related job duties as assigned.

## QUALIFICATIONS

### **Education and Experience:**

Associate's degree and four (4) years professional experience in public administration, business administration, personnel management or human resources that includes formal training in human resources management combined with supervision or supervisory training; or Bachelor's degree and two (2) years' experience as described above, 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.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### **Knowledge, Skills and Abilities:**

- Knowledge of the standard principles, practices, methods and techniques of public personnel administration;
- Knowledge of principles and procedures for personnel, training, compensation and benefits, labor relations and negotiation, and personnel information systems;
- Knowledge of HR-related laws, government regulations, agency rules, and policies;
- Knowledge of the Family and Medical Leave Act, (FMLA);
- Knowledge of the Americans With Disabilities Act, (ADA);
- Knowledge of counseling and negotiation, practices and techniques;
- Ability to apply computer applications and software;
- Ability to express oneself clearly and concisely, orally and in writing;
- Ability to understand and follow complex oral and written instructions;
- Ability to analyze facts, maintains records, prepares reports and exercises sound judgment;
- Ability to establish and maintain effective working relationships with fellow employees and the public, supervise staff, and coordinate activities.

## PHYSICAL/MENTAL DEMANDS

This work requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- 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.
- 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.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

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**WORKING CONDITIONS**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.