

HUMAN RESOURCES OFFICER I & II

CODES/PAY RANGES(S)

Class Code: (I) 1510

EEO Code: B

Pay Range: 209

Class Code: (II) 1511

EEO Code: B

Pay Range: 214

MAJOR FUNCTION

Progressively responsible work in implementing the various phases and specialized areas of the County's Personnel Program including administration of examination process, maintenance of the classification and compensation plans, maintaining the county's affirmative action plan investigating grievances, training, alternative work programs, recognition, employee incentive programs, payroll, and benefits.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Keeps routine records and files; prepares correspondence; interviews and counsels applicants and county employees regarding personnel rules, procedures, policies and applicable laws; works with division director on personnel problems, and employment issues.

Under close supervision, conducts desk audits, job analysis, comparison studies and research, writes and maintains class specifications.

Implements orientation program for new employees and trains personnel clerks on personnel procedures.

Develops, writes, and implements an affirmative action plan for the county which includes goals and timetables.

Oversees the processing of all personnel transactions, which include new hires, promotions, employee deductions, changes in pay and termination. Oversees the data entry of all insurance codes for new hires, changes and COBRA. Insures premiums are paid. Audits insurance invoices.

Oversees the coordination of COBRA coverage as prescribed by Federal law and court ordered child support checks for County employees. Counsels employees on benefits.

Implements the county fringe benefit programs. Is the county liaison with outside insurance companies and employees. Answers questions on county benefit programs and laws covering payroll. Processes all retirement applications and forwards to the Florida State Retirement System.

Troubleshoots problems with payroll software and the payroll process. Works closely with Information Services and Accounting. Maintains computer software tables for payroll.

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Supervises the creation and maintenance of employee files, including purging files and archiving same.

HUMAN RESOURCES OFFICER II

Performs work at lower level.

Counsels and advises employees on grievance procedures and rights as outlined in Federal Equal Employment Legislation and County Merit Rules and Regulations.

May attend Personnel Board Hearings and EEOC hearings as they apply to county employees.

Independently conducts desk audits and job analysis. Makes appropriate recommendations. Assists in creating new classifications and assignments to appropriate pay range.

Helps analyze wage and salary survey results, recommending any adjustment to present classification and compensation plan. Prepares statistical analysis and reports.

May counsel employees. Recruits qualified applicants to assure workforce diversity.

Under general direction, designs and conducts training program. May coordinate with outside agency for training. Designs, implements and coordinates alternative work programs, employee incentive programs and recognition programs.

Revises payroll system to meet the changing needs of the County. Coordinates special reports for various applications.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and practices of personnel administration. Knowledge of merit system testing. Knowledge of position classification system. Knowledge of affirmative action and equal employment opportunity policy. Knowledge of modern office practices. Knowledge of collective bargaining. Knowledge of compensation system. Knowledge of the county merit rules and regulations and how they apply to personnel programs. Knowledge of federal, state, and local laws and ordinances as they apply to veteran's preference, salaries and affirmative action. Knowledge of policies and procedures of personnel office and programs.

Ability to work independently. Ability to analyze situations and make recommendations or come to a conclusion based on analysis. Ability to use sound judgment in preparation and execution of various plans, studies, and processes in personnel program. Ability to establish and maintain good working relationships with division directors, outside agencies, employees, and general public. Ability to assemble information in a meaningful manner. Ability to communicate well, both orally and in writing. Ability to interpret Merit Rules and Regulations for employees and county management. Ability to interpret county personnel policies and consult with employees

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and management in answering questions and solving problems. Ability to work with employees and management in solving various personnel related problems.

MINIMUM QUALIFICATIONS

HUMAN RESOURCES OFFICER I – Bachelor’s degree in Public Administration, Business Administration, Social Science or related field.

HUMAN RESOURCES OFFICER II - Two (2) years of experience as a HUMAN RESOURCES OFFICER I, or equivalent.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to talk.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend technical journals, manuals, legal documents, financial statements. Ability to write reports, summaries, letters, memos, journals, and manuals. Ability to analyze data and develop conclusions. Ability to speak publicly and extemporaneously. Ability to perform basic mathematical functions.

Revised 7/04
Revised 9/98