

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



HR SPECIALIST

JOB CODE: 20092	PAY GRADE: 15	PAY RANGE: \$43,200 - \$69,120
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GENERAL DESCRIPTION

Under the general supervision of the Director of Human Resources, a Manager, or Supervisor, the primary focus of this position is to provide professional bureau level oversight of benefits, compensation, performance evaluations, employment, and specialized projects. Work is reviewed through observation and results obtained. Specific job duties determined by assignment.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Respond to all incoming/outgoing phone calls and visits to/from applicants, members and retirees, answering inquiries or redirecting as appropriate;
- Serve as a liaison between members or retirees and agency group benefits carriers to resolve claims problems or questions;
- Screen applications;
- Monitor current positions and vacancies and compile the necessary report;
- Prepare and disseminate personnel action forms;
- Prepare, advertise, and ensure accurate posting of position vacancy announcements and maintain files and records of same;
- Facilitate oral boards;
- Assist in administering pre-employment tests;
- Conduct or assist with new hire onboarding;
- Provide pre-leave counseling regarding eligibility, leave approval process, financial obligations, and return to work requirements;
- Review and analyze leave correspondence and determine appropriate action; process leave requests and update existing records;
- Communicate approvals, denials, leave extensions, return to work plans and other important information regarding the leave to the member, timekeeper and supervisors/managers in a timely manner to ensure efficient payroll processing;
- Administer agency-wide evaluation program;
- Conduct and analyze salary surveys;

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- Ensure that all databases, reports, documentation, etc., are accurately updated, properly scanned/filed, secured and disseminated in a timely manner consistent with policy;
- Develop and conduct training;
- Monitor the budget and make adjustments accordingly;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

QUALIFICATIONS

- Graduation from an accredited college or university with a Bachelor's Degree in Human Resources Management, Business Administration, Public Administration, or related field
- 2 years' experience in a Human Resources related field with an emphasis on employee benefits, employment, or employee leave
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Proficiency or knowledge in using a variety of computer software applications such as Microsoft Office (Excel, Word, etc.)
- Time management skills to efficiently organize, prioritize, schedule and manage daily work activities, tasks, and special assignments; work is completed independently with the incumbent being able to successfully complete all projects in a timely manner
- Ability to utilize research techniques and statistical analysis in report preparation, using sound judgment in the interpretation of data gathered
- Ability to maintain a high level of confidentiality
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace



PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 7 hours per day
- Stand up to 1 hour per day
- Walk up to 1 hour per day
- Occasionally lift up to 20 lbs.
- Occasionally bend, squat, reach, kneel, or twist