Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"

HUMAN RESOURCES SUPERVISOR

JOB CODE: 20143	PAY GRADE: 23	PAY RANGE: $59,328 - $94,925

GENERAL DESCRIPTION

Under the direction of the Human Resources Manager of Benefits, the primary focus of the Human Resources Supervisor of Benefits is to provide supervision of the benefits staff, while implementing a hands-on approach to the administration of the agency's insurance benefits plans, retirement, wellness incentive program, leave programs, Workers' Compensation, and special projects. This role requires the exercise of independent judgment in proactively approaching and delivering expert advice and guidance to employees and agency supervisors / managers on benefits and leave-related matters. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: Yes

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Supervises staff members and provides guidance on resolving complex issues or escalated needs;
- Assists with administration of agency's self-funded health, dental, vision, and life insurance plans; disability plans; Employee Assistance Program (EAP); agency wellness incentive program; fully funded retiree Medicare Advantage plan; and various voluntary benefits; and monitors for compliance with internal policies as well as all local, state and federal laws;
- Oversees leave administration programs (Family and Medical Leave Act, Workers' Comp, and other leave programs) to ensure all processes are consistently administered in compliance with internal policies as well as all local, state and federal laws; and manages these programs through system data entry and written and /or verbal communication with program participants and supervisors/managers;
- Takes the lead in working with supervisors / managers and employees in providing guidance, explanations, and practical solutions related to benefits or leave-related concerns;
- Periodically audits administration for all benefits, retirement, wellness, and leave programs;
- Recommends process improvements to ensure effective and efficient benefit, retirement, wellness, and leave programs;
- Develops and facilitates training programs regarding HR best practices for supervisors / managers pertaining to benefit and leave programs;

- Participates in departmental, management, or vendor reviews of activity, issues, claims, litigation, or other activity related to benefits, retirement, wellness, and leave administration;
- Tracks and analyzes benefit and leave trends provided through metrics on an aggregate and departmental level and develops recommendations for solutions;
- Reviews and updates job descriptions in coordination with HR Manager of Employment to ensure physical requirements coincide with essential job functions and job classification;
- Oversees the administration of the agency performance evaluation program;
- Serves as an agency point of contact for the Florida Retirement System (FRS), ensuring timely flow of information between the agency and FRS;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

This position is considered essential and, in the event of an emergency or natural disaster, will be required to report to work.

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 in Human Resources Management, Business Administration, or related field
- 2 years of supervisor experience
- 4 years of Human Resources experience
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of benefit administration, leave administration laws to include, but not limited to FMLA, Worker's Compensation, Short and Long Term Disability, and ADA
- Demonstrated ability to effectively administer benefit, retirement, wellness and leave programs, exhibiting sound and accurate judgment
- Ability to be responsive to customer needs, with professionalism, confidentiality, respect and consideration of others
- Ability to manage difficult situations in a professional manner
- Strong analytical, communication (verbal and written), project management and organizational skills
- Strong interpersonal skills

- Ability to communicate, collaborate and influence effectively with members, managers and supervisors
- Ability to build credibility and trust
- Ability to manage multiple priorities simultaneously
- Ability to make good decisions and perform work independently to drive results given direction in the form of objectives
- 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 6 hours per day
- Stand up to 1 hour per day
- Walk up to 1 hour per day
- Occasionally lift up to 50 lbs.
- Occasionally bend, squat, or reach