



Position Description
Title: Human Resources Manager
Position #: 023201

Gwendolyn Marshall,
Clerk of Circuit Court

Div./Dept.: Human Resources
Reports to: Clerk of the Circuit Court and Comptroller
Pay Grade: 86
Pay Range: \$64,918.23 - \$107,115.08
Exempt: Yes
Position No.: 023201
Effective Date: 12/26/2017
Revised Date: 8/4/2021

GENERAL DESCRIPTION:

The Human Resources Manager is responsible for the overall management of human resources and personnel of the Human Resources Department. Handles all personnel functions to include employee orientation, insurance programs, personnel records, classification and compensation program, worker's compensation and liability programs, and safety training. In addition to performing duties for the Clerk's Office, this position performs benefits and retirement plans for the Leon County Board of County Commissioners and Constitutional Officers. Reports directly to the Clerk of the Circuit Court.

To learn more about current job opportunities or to complete an online job application, visit
<https://www.governmentjobs.com/careers/leoncountyclerk>

ESSENTIAL JOB FUNCTIONS:

- Develop, recommend, implement, and monitor overall HR strategies, systems, policies, and procedures across the organization.
- Identifies training/development needs of organization and acts as liaison with various departments to provide appropriate agency-specific training.
- Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.
- Advises on the application of Federal and State labor and employment laws and policies and procedures to ensure compliance.
- Analyzes business processes/procedures and makes recommendations for continuous improvement.
- Analyzes human resources data such as employee satisfaction survey scores, employee satisfaction survey comments, new hire survey responses, exit interview information, unemployment claims data and turnover statistics. Recommends and facilitates actions in response as necessary.
- Audits selected HR activities such as personnel files, FLSA or HR policies/processes periodically to determine consistency of administration and compliance.
- Investigates or oversees investigations of HR-related complaints and documents investigation and resolution.
- Administers support for all benefits programs such as life, health, and dental insurance, pension plans, vacation, sick leave, leave of absence, ADA accommodation, and employee assistance for payrolled and retired employees.
- Process the Clerk's Office, Leon County Board of County Commissioners, Constitutional Office and retirees of said offices monthly benefit premium payments in a timely manner; and audits eligibility lists to ensure ongoing accuracy.
- Administers yearly and ongoing open enrollment, including but not limited to annual enrollment, and ongoing enrolling newly eligible employees.
- Oversee and manage a high performing HR team.
- Facilitates collaboration as appropriate with HR, Client Experience, Legal, and other internal departments and external entities.

- Maintains strict confidentiality about all HR/Company data, files, processes, decisions, and information exposed to in role; does not share inappropriately with others and ensures only those approved by the Clerk as “need to know” are included in confidential information flow.
- Performs other related duties as required or as needed.

EDUCATION/EXPERIENCE:

Bachelor’s degree in Human Resources or a related field from an accredited college or university. A minimum of 6 years of supervisory experience. Considerable experience in progressively responsible human resource/management position in government is preferred. Experience with the Banner application is a plus

LICENSURE OR CERTIFICATION REQUIREMENTS:

Professional Certificate in Human Resource Administration through the Society for Human Resources Management (SHRM) or the Human Resources Certification Institute (HRCI) preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of governmental operations, management principles, personnel practices and budgetary practices; Federal, State and local laws, rules and regulations as they apply to local governments; and knowledge of FMLA, FLSA, Affirmative Action, and other human resources laws and practices; Knowledge of principles of budgeting; Knowledge of benefits and retirement programs related to State and Local Government; Knowledge of HR systems and database; Ability to delegate authority, plan, organize, and review the work of technical and administrative personnel; Ability to communicate effectively orally and in writing; Ability to assist in the development of long-range plans for personnel or benefits-related programs; Ability to establish and maintain effective working relationships with employees, members of management, and County personnel; Must be able to communicate and collaborate with all levels of staff, contingent workers, and or clients with the upmost professionalism and timely and appropriate communications; written and verbal; ; Ability to be flexible and adaptable to changing needs of management and the organization; Ability to prioritize work and manage the demands from multiple sources; Ability to analyze business needs and craft practices and specific solutions; and ability to establish and maintain the trust and confidence of the department and stakeholders.

SECURITY RESPONSIBILITIES:

Must comply with all organization security and data protection / usage policies and procedures. Personally, responsible for proper marking and handling of all information and materials, in any form. Shall not divulge any information, or afford access, to other employees not having a need-to-know. Maintain strict confidentiality about all HR/Company data, files, processes, decisions, and information exposed to in role; does not share inappropriately with others, and ensures only those approved by the Clerk as “need to know” are included in confidential information flow. Shall not divulge information outside organization without management approval. All government and proprietary information will be accessed and stored electronically on company provided resources.

COMPENSATION AND BENEFITS:

This position receives base salary plus benefits for an exempt position as such, weekend, holiday and after-hours work may be required. This position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities to be performed by the employee(s) in this position. Employee(s) will be required to follow and perform any other job-related instructions requested by any person authorized to give instructions or assignments at any time with or without notice. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship. All employees may be given duties not specifically listed in this document. Regular attendance is a requirement of the position.

Essential Mental Functions: The essential mental functions listed below are required in order for an employee to be able to perform the essential functions of this position: Reading long, detailed and complicated documents and comprehending contents. Understanding complex information and making the appropriate decisions and taking appropriate actions, maintaining confidentiality of information learned or acquired as part of the position that, if disclosed, might have adverse internal effect or objectionable external results.

Essential Physical Functions: The essential physical functions listed below are required in order for an employee to be able to perform the essential functions of this position. The employee must be able to sit for prolonged periods of time, perform repetitive actions and motion of one or both hands, lifting up to 25 pounds, bend/squat/kneel, hear ordinary conversation and office sounds, conduct verbal communication in person and on the phone, and prepare and read written communication by hand and on PC. Must have the ability to travel and work overtime as necessary.

ADAAA Compliance: The Leon County Clerk of the Circuit Courts is an Equal Opportunity Employer. Reasonable accommodations may be provided to qualified individuals with disabilities to enable performance of the essential mental and physical functions. Applicants and current employees may request any accommodations they may need, in order to, perform the essential functions of the position they hold or are seeking.

Professional Relationships: Responsible for professional and courteous working relationships with all staff Clerk's Office employees, customers, officials and staff of the Board of County Commissioners, Judiciary, other elected officials and staff, FCCC and other clerk staff statewide, and outside agencies.

Equipment Used: The employee must be proficient in operating a computer and related equipment, telephone, photocopier, fax machine, calculator, scanner, digital recording equipment, and digital camera. Experience with using Banner application is a plus.

Working Conditions: Work is conducted primarily in an office environment. This position frequently requires working within strict deadlines, under stressful conditions, and with a variety of personalities, who may at times be emotional.

Supervisory Responsibility: Supervise human resources employees.

Working Hours: As directed by the Clerk, 40 hours per week, Monday through Friday.

Supervisor's Signature/Date: _____

Incumbent's Signature/Date:* _____

*** This document does not create an employment contract, implied or otherwise, other than an "at will" relationship. I have read and I understand and agree that the duties stated on this position description are being performed as described. I understand that if duties of this position change significantly, I am to notify my supervisor and advise her/him of the changes. This position's duties must be updated at least every five (5) years; or, whenever the majority of the duties and responsibilities change significantly. If questions arise regarding these requirements, I agree to notify the Human Resources Division.**

Instructions to Employee and Supervisor: The duties and responsibilities shown on this position description are illustrative in nature only and do not constitute an exact contractual or comprehensive list of all duties of this position. All areas of this position description are subject to change based on the needs and objectives of the Office of Gwendolyn Marshall, Clerk of Circuit Court, Leon County, Florida. This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This position description has excluded the marginal functions of the position that are incidental to the performance of essential job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or

significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, and abilities.