



CLERK & COMPTROLLER, PALM BEACH COUNTY
CLASS DESCRIPTION

SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

CLASSIFICATION TITLE: ADMINISTRATOR- HUMAN RESOURCES

GENERAL DESCRIPTION OF DUTIES

Under general direction, this professional position supports various disciplines in human resources such as employment policies, job classifications, compensation, employee relations, training, benefits, and records management initiatives as assigned. This role has assigned supervisory responsibilities for the areas of training and development and records management. An employee in this classification is responsible for supervising, evaluating, and coordinating the work of assigned staff. This position is designated as part of management and participates in planning, organizing, budgeting, and administrative functions of the department and programs and initiatives for the Clerk & Comptroller. This position exercises considerable initiative and independent judgment.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Supervises the activities of assigned staff; addresses employee concerns and issues; provides counseling and evaluates employee performance

Coordinates work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex problem solving, and guides staff through technical expertise

Researches and conducts surveys for Human Resources Best Practices and recommends implementation processes; researches policies, professional trends, legislation and case law; provides input to management

Develops, implements, and administers employment policies and procedures; prepares and maintains employee handbook and administrative policies; documents Human Resources processes

Communicates with manager, employees, other departments, supervisors, managers, outside agencies, and other individuals to coordinate work activities, review status of work, exchange information, or resolve problems; attends various meetings and serves on committees as needed

Assists in ensuring compliance with all applicable federal, state, and local laws, ordinances, resolutions, rules, regulations, policies, procedures and standards

Leads internal employee relations investigations and counseling; prepares reports; submits recommendations to management

Monitors performance evaluation program and revises as necessary

ADMINISTRATOR- HUMAN RESOURCES

Drafts new and revises existing job classification descriptions; performs job classification and position analysis; reviews and evaluates job functions; conducts surveys and researches and prepares recommendations for position reclassifications

Oversees planning, promoting, and administration of training and development, including soft skills training; provides recommendations to management for improvement

Manages the Records Management function for the department; maintains compliance with the Florida Records Retention regulations

Prepares, receives, reviews, and/or approves various forms, reports, correspondence, surveys, personnel action forms, contracts, policies, and procedures; reviews, completes, processes, forwards or retains as appropriate

Maintains a comprehensive, current knowledge of applicable laws/regulations, legislative trends, and regulatory developments; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate

Maintains established organizational/departmental productivity standards

Monitors all organizational/department-related performance and productivity standards for compliance

Safely and successfully performs essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards

Maintains reasonably regular, punctual attendance consistent with the ADA, FMLA, other federal, state and local standards and the organization's attendance policies and procedures

Comes to work and works the regular schedule and shift for the position

Complies with all personnel policies and procedures

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Provides customer service using multilingual skills as the need arises, if applicable

Performs related duties as directed

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Human Resources, Business Administration or related field, supplemented by five (5) years of recent and relevant experience; or an equivalent combination of education, training and experience. At least one (1) year of supervisory experience and experience working with a Human Resources Information System is preferred. PHR/SPHR certification preferred.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may

