



**CLERK & COMPTROLLER, PALM BEACH COUNTY  
CLASS DESCRIPTION**

**SHARON R. BOCK**

Clerk & Comptroller  
Palm Beach County

**CLASSIFICATION TITLE: CHIEF HUMAN RESOURCES OFFICER**

**GENERAL DESCRIPTION OF DUTIES**

Under executive direction, the purpose of the position is to provide leadership and comprehensive oversight, management and supervision of all Human Resources functions on behalf of the Clerk & Comptroller. Incumbent performs highly accountable complex, managerial, and strategic work with responsibility for all areas of Human Resources. Incumbent administers functions under charge in compliance with broad policy guidelines and employment regulatory requirements. Incumbent possesses extensive knowledge of Human Resources practices and exercises critical judgment and considerable initiative in administering functions under charge. This position functions as a professional and technical resource to the Clerk & Comptroller, executive team and agency employees.

**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.

Performs highly accountable complex, managerial and strategic work with responsibility for all Human Resources Operations functions to include recruitment and selection, training and development, HRIS, benefits administration, compensation and classification, employee relations, and risk management and events management

Establishes division's priorities, goals and objectives through collaboration and consultation with the Clerk & Comptroller and executive team; evaluates staffing levels and organizational structure for effective work performance and efficient resource allocation

Develops and implements systems for reviewing policies, procedures, division efficiency and effectiveness; ensures agency adherence to and compliance with regulatory standards concerning all areas of Human Resources Operations management

Conducts research, procedural and administrative studies in evaluating and enhancing the agency's Human Resource Operations functions; formulates recommendations and provides advisement for improvements

Prepares and manages department annual operating, capital and supplemental budgets; monitors activity to ensure proper use and allocation of departmental funds

Directs the strategic planning, organization, and direction of all agency Human Resources Operations and management functions; provides managerial oversight for all agency Human Resources management functions

## **CHIEF HUMAN RESOURCES OFFICER**

Advises subordinate supervisory personnel concerning development priorities and progress of development initiatives; provides advisement to staff under charge concerning human resources related policies and procedures and internal staff issues

Directs planning, scheduling and coordination of programs under charge, i.e., recruitment and assessment, selection and placement, classification and compensation, Human Resources, benefits, risk management, organization and people development

Evaluates and improves the agency's selection procedures, hiring practices, classification and pay practices, employee benefit plans, and staff/organizational development programs

Oversees reporting relative to policy development and implementation; recommends solutions or courses of action regarding Human Resources management functions

Ensures the accomplishment of all Human Resources and strategic initiative programs and functions in accordance with Clerk & Comptroller's office policies, procedures, tactical direction, and regulations governing employment practices; evaluates division performance and adherence to established policies, procedures, and goals

Maintains current knowledge of trends and developments for application to programs and functions under charge

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**

Master's degree in Human Resources Management, Public Administration, Business Administration or related field, supplemented by ten (10) years of recent and relevant experience in human resources administration, the majority of which shall be acquired in an executive managerial capacity, with broad exposure and practical experience in all aspects of human resources management; extensive experience in a public agency with a minimum of 500 employees preferred; or an

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**CHIEF HUMAN RESOURCES OFFICER**

equivalent combination of education, training and experience. Experience with PeopleSoft, Applicant Tracking, LMS solutions and SPHR certification preferred.

**ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects of light weight (10-20 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Tasks require the ability to perceive and differentiate visual cues or signals. All tasks require the ability to communicate orally and in writing.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions.

The Clerk & Comptroller, Palm Beach County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Clerk & Comptroller, Palm Beach County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I can perform this job with or without a reasonable accommodation.  Yes  No

I would like to request a reasonable accommodation.  Yes  No

*\*If yes, you will be contacted by the Benefits Administrator to begin the interactive dialogue process.*

All job descriptions are subject to revision and amendment. I have received a copy of this job description and am fully aware of the expectations of the job.

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Employee Signature Date

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Printed Name Department