



SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

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

CLASSIFICATION TITLE: DIRECTOR- HUMAN RESOURCES

GENERAL DESCRIPTION OF DUTIES

Under direction of the Chief Human Resources Officer, the purpose of the position is to provide high level strategic planning and organization of HR functions, including recruitment, compensation, benefits, performance appraisal programs, risk management, HR Information Systems (HRIS), agency policies and regulatory compliance, training, special programs, employee relations, and related functions for the Clerk & Comptroller's office. Employees in this classification are responsible for ensuring that processes and procedures are accurately documented to control, coordinate and evaluate the efficiency of programs and activities.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions 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.

Assists Chief Human Resources Officer in planning, organizing and directing activities of Human Resources department; conducts research and provides information/recommendations relating to human resources programs, policies and practices; may assume responsibility of the Chief Human Resources Officer in the event of absence or as directed

Participates in the development of Human Resources goals, objectives, and long-range strategic plans; provides specialized support to Chief Human Resources Officer, including special projects as assigned

Establishes priorities, goals, and objectives of work unit through collaboration and consultation with the Chief Human Resources Officer; evaluates staffing levels and organizational structure for effective work performance and efficient resource allocation

Oversees the administration of the agency's classification and compensation systems; coordinates various studies to ensure compliance with agency standards, applicable regulatory practices, industry standards, market trends, and equitable wage systems

Oversees evaluation of positions, assignment of classifications, and auditing of positions; recommends appropriateness of titles and wage assignments through audits and interdepartmental communication with managers, supervisors, incumbents and external consultants

Oversees administration and maintenance of employee benefit plans; conducts benefit analyses and research; provides recommendations relating to future planning of benefit programs

Oversees Human Resources Information System (HRIS) functions; oversees, monitors, and reviews personnel maintenance, including pay increases, new hires, separations, report distribution, and records retention

DIRECTOR- HUMAN RESOURCES

Manages updates and revisions to organizational policies, procedures, and/or the Employee Handbook; manages the communication of any changes; ensures compliance with all applicable laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations

Oversees recruitment and selection process and procedures, including background checks, special initiatives, and regulatory compliance

Consults with and provides guidance, counseling and direction to all levels of management, legal counsel, and other officials regarding benefits, wellness, administrative policies and procedures, and other issues related to FMLA, ADA, and benefits; responds to questions or complaints; initiates problem resolution

Manages the employee relations program throughout all departments, divisions, and locations; provides advice and counsel to management in handling complex or sensitive employee relations issues; reviews cases involving violations of policies/procedures/regulatory standards and employee performance; recommends actions appropriate for resolution to the Chief Human Resources Officer

Oversees the planning, organization, and direction of employee records and system administration; acts as the Record Custodian for all employee files

Develops reporting metrics to evaluate the effectiveness of quality initiatives and process improvements; interprets and analyzes various reporting metrics; makes recommendations to provide for continuous improvement

Prepares department annual operating, capital and supplemental budgets; monitors departmental budget activity to ensure proper use and allocation of funds; performs quarterly asset inventory; ensures proper use and custody of Clerk & Comptroller assets

Maintains current knowledge of trends and developments in state-of-the-art human resource management for application to programs and functions under charge; maintains comprehensive, current knowledge of applicable laws/regulations; 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

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

DIRECTOR- HUMAN RESOURCES
MINIMUM TRAINING AND EXPERIENCE

Master’s degree in Human Resource Management or related field, supplemented by ten (10) years of recent and relevant HR management experience, seven (7) of which include recent supervisory/leadership experience current SPHR/PHR certification, demonstrated proficiency with Microsoft Office Suite and HRIS, and excellent interpersonal and communication skills required; experience with Applicant Tracking Systems, Learning Management Systems, and working in a minimum of five hundred (500) employee organization in a public sector/government environment, and Compensation Management Specialist Certification highly desired; or an equivalent combination of education, training and experience.

Successful management experience should include mastery of multiple disciplines within Human Resources: Training & Development, Recruitment & Selection, Employee Relations & Performance Management, Classification & Compensation, Benefits Administration, Human Resources Information Systems (PeopleSoft), Public Personnel Records Management, and regulatory compliance.

ADA COMPLIANCE

Physical Ability: Tasks require 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 and materials of light weight (5-10 pounds).

Sensory Requirements: Tasks require the ability to perceive and differentiate visual cues or signals. 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.

Employee Signature Date

Printed Name Department