HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Human Resources Section Manager

Job Code: U8824
Pay Grade: UI
Pay Scale: $90,410.17-$135,615.26 Annually
Exempt: Yes

OVERVIEW

Perform managerial, administrative, and supervisory duties in planning, organizing, directing, and assisting in the completion of human resources (HR) functions. Work involves responsibility for carrying out a wide variety of duties related to the Human Resources Division (HRD), and tasks may vary depending on functional area and/or division needs. This position reports to a Human Resources (HR) Bureau Manager.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Ensure compliance with all applicable federal laws, Florida State Statutes, Standard Operating Procedures (SOPs), rules, Sheriff's orders, and policy statements pertaining to the specific human resource function.
- Recommend, develop, and implement HR policies and procedures.
- Manage a HR function such as recruiting, onboarding, training, performance management, medical/dental programs, supplemental benefits, retirement, and/or a human resources information system (HRIS).
- Plan, organize, and manage a diversified staff of associate, contingent, and supervisory employees.
- Evaluate, assign tasks and projects, review work, assist staff with prioritization and completion of assignments, and approve leave and overtime requests.
- Advise agency managers on organizational policy matters related to their HR function.
- Coach and mentor staff, provide opportunities for growth through work assignments and training, and evaluate performance recommending and issuing disciplinary actions as needed.
- Manage day-to-day operations of the assigned section (e.g., Employee Benefits, Employment Services, Personnel Processing) and assist the superior HR Bureau Manager in planning, organizing, and directing programs and functional responsibilities of the HRD.
- Develop and utilize analytical tools for the review of section human resources data; recommend changes as necessary to technology to improve the efficiency, effectiveness, and quality of HR processes; and evaluate short- and long-term HR needs.
- Maintain records, conduct analyses, and compile statistical reports concerning section HR-related data to prepare and present accurate and concise monthly and annual reporting.
- Prepare and maintain budgets for the assigned area.
- Serve as Acting HR Bureau Manager as required.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Working knowledge of management methods, techniques, and practices.
- Working knowledge of human resource principles, practices, methods and procedures.

- Working knowledge of computerized human resource information systems and database functionality.
- Working knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Ability to establish and maintain effective and cooperative internal and external working relationships with those contacted in the course of work.
- Ability to delegate, manage, and supervise effectively through scheduling, assigning, monitoring, reviewing, training and evaluating the work of assigned staff.
- Ability to research, analyze, and audit human resource related data and reporting.
- Ability to interpret human resources principles and procedures.
- Ability to develop advanced computer-based spreadsheets, graphs, summaries, and reports.
- Ability to communicate effectively, both orally and in writing, at all levels of the agency and with outside agencies.

SKILLS

- People Management
- HR Employee Relations
- Team Management
- Human Capital Management Systems
- Human Resources Processes
- Human Resources Training
- Leadership

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Work standard business hours.
- May be required to attend events outside of their normal office such as job fairs, Sheriff's Office events, other agency meetings, etc.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Eight years of related work experience in human resources, criminal justice or a related field.
- Four years of supervisory experience.

OR

- An associate degree from an accredited institution of higher education with a major in human resources management, business administration, criminal justice or a related field.
- Six years of related work experience in human resources, criminal justice or a related field.
- Two years of supervisory experience.

OR

- A bachelor's degree from an accredited institution of higher education with a major in human resources management, business administration, criminal justice or a related field.
- Five years of related work experience in human resources, criminal justice or a related field.
- One year of supervisory experience.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana uses within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.

PREFERRED QUALIFICATIONS

- Experience with Workday.
- Advanced skill in Microsoft Office products (e.g., Word, Excel, Access).
- Experience in conducting analyses and compiling statistical reports concerning HR-related data.