HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Human Resources Bureau Manager

Job Code: U8713
Pay Grade: UK
Pay Scale: $116,464.70-$212,782.66 Annually
Exempt: Yes

OVERVIEW

Perform managerial and administrative duties in planning, organizing, directing, and assisting in the completion of human resources functions. This is a senior management service level position under the administrative direction of the Chief Human Resources Officer (CHRO).

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Ensure compliance with all applicable Federal Laws, Florida State Statutes, Standard Operating Procedures (SOPs), rules, laws, orders, and policy statements pertaining to human resources functions.
- Recommend, develop, and implement human resources policies and procedures.
- Manage various human resources functions such as recruiting, onboarding, training, performance management, medical/dental programs, supplemental benefits, workers' compensation, FMLA, employee relations, retirement, wellness, HRIS, etc.
- Plan, organize, and supervise a diversified staff of associate, professional, contingent and supervisory employees.
- Hire, evaluate, assign tasks and projects, review work, and assist staff with prioritization and completion of assignments, and approve leave and overtime requests.
- Advise managers on organizational policy matters related to human resources and recommend needed changes.
- 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 Bureau, and assist the CHRO in planning, organizing and directing programs and functional responsibilities of the Human Resources Division.
- Develop and utilize analytical tools for the review of human resources data; implement changes as necessary to technology to improve the efficiency, effectiveness, and quality of human resources processes; and evaluate short and long term human resources needs.
- Maintain records, conduct analysis and compile statistical reports concerning human resources related data to prepare and present accurate and concise monthly and annual reporting.
- Prepare and maintain budgets for assigned areas.
- Serve as Acting Chief Human Resources Officer 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

- Workplace Relations
- Human Capital Management Systems
- Human Resources Compliance
- Human Resources Policies
- Strategic Human Resources Leadership
- Talent Strategy
- HR Employee Relations

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 bachelor’s degree from an accredited institution of higher education with a major in human resources, business administration, management, public administration, public health, education, information technology, finance or closely related field.
- Eight years of experience in human resources related functions, four of which must have been in a supervisory capacity.

OR

- A master's degree from an accredited institution of higher education with a major in human resources, business administration, management, public administration, public health, education, information technology, finance or closely related field.
- Six years of experience in human resources related functions, three of which must have been in a supervisory capacity.

REQUIRED PRE-EMPLOYMENT TESTING

- Completion of pre-employment testing.

ADDITIONAL JOB REQUIREMENTS

- 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. Tattoos on hands, neck, or arms must be covered with white, black, or neutral colored covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use 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

- Certification in a human resources related function.
- Experience in preparing and reviewing written narratives and SOPs.
- Advanced skill in Microsoft Office products (e.g., Word, Excel, Access).
- Experience in conducting analysis and compiling statistical reports concerning human resources related data.