HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Chief Human Resources Officer

Job Code: U8757
Pay Grade: UP
Pay Scale: $181,866.72-$272,800.09 Annually
Exempt: Yes

OVERVIEW

Perform operational and strategic managerial duties for the Employee Health Bureau, Employee Services Bureau, Employee Organization and Compliance Bureau, Employee Benefits Section, Employment Services Section, Health and Wellness Section, Personnel Processing Section, and Recruitment and Screening Section, providing complex services within the Human Resources Division of the Sheriff's Office with responsibility for planning, budgeting, coordinating, and supervising subordinate managers/supervisors and other assigned staff.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Manage complex functions with subordinate managers, supervisors, professionals, and other staff.
- Direct major programs to achieve broad organizational goals and objectives.
- Supervise and direct the activities of multiple professional level subordinates in achieving established organizational goals and objectives; coordinate functions; assign, monitor, and review work; evaluate performance and initiate corrective action as needed, including termination.
- Compile and analyze information to recommend changes and improvements to operations or service delivery methods.
- Formulate and establish goals and administrative policies, procedures, and guidelines to ensure operational efficiency and effective administration of assigned programs and staff.
- Serve as an internal consultant to Command Staff.
- Present informational sessions to departmental staff and staff from other agencies and departments.
- Determine funding requirements, develop budget submissions, monitor status of allocated funds, and control expenses.
- Assess staffing needs and identify shortfalls; interview, recruit, and hire new staff.
- Serve as a liaison to technical, operations, or administrative staff to analyze new legislation, work methods, or legislative requirements.
- Serve as the Sheriff's Office Equal Employment Opportunity (EEO) representative.
- Serve as the Sheriff's Office Limited English Proficiency (LEP) Program contact.
- Provide agency guidance on adherence to civil rights laws, maintain oversight of pre-employment practices and employee LEP eligibility testing/program administration, coordinate the translation of vital documents, and assist in processing complaints.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Extensive knowledge of the principles and practices of management.
- Thorough knowledge of the functions, activities, requirements, and objectives of human

resource programs to which assigned.
- Knowledge of federal, state, and local regulations pertaining to civil rights, employment, and public record law.
- Ability to analyze data and present ideas and information effectively, both orally and in writing.
- Ability to anticipate and meet the need of clients with a commitment to improving services.
- Ability to establish objectives and strategies, identify required resources, and develop plans to carry out work.
- Ability to use considerable initiative, think independently, and exercise sound judgment.
- Ability to establish operation or program objectives and strategies for a functional or operational area.
- Ability to analyze and report upon operating conditions and problems.
- Ability to take a long-term view and recognize opportunities to help the organization accomplish its objectives.

SKILLS

- Human Resources (HR)
- Human Resources Operations
- Compensation and Benefits
- Department Administration
- Hiring

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 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 in human resources management or a related field.
- Ten years of experience in a human resources related field; five of which must have been in a supervisory capacity.

OR

- A master’s degree from an accredited institution of higher education in human resources management or a related field.
- Eight years of experience in a human resources related field; four of which must have been in a supervisory capacity.

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 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 resource related function.
- Experience in preparing and reviewing written narratives and SOPs.
- Experience in delivering human resource-related trainings.
- Experience in conducting analysis and compiling statistical reports concerning human resources related data.
- Considerable knowledge of multiple human resource areas (e.g., employee benefits, recruitment,
- Advanced skill in Microsoft Office products (e.g., Word, Excel, Access).