



## Clerk of Circuit Court & Comptroller Okaloosa County

### Job Description Human Resources Manager

Job Specifications			
<b>Classification:</b>	Exempt	<b>Department:</b>	Administration
<b>Supervisor:</b>	Chief Deputy Admin	<b>Location:</b>	Fort Walton Beach
<b>Salary Range:</b>	E-10	<b>Schedule:</b>	Monday - Friday 8am - 5pm

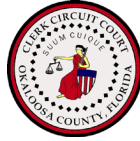
#### Job Summary:

This position performs professional human resources work. Employees in this classification are responsible for the administration and coordination of a broad range of human resources functions which may include researching, formulating and administering policies and procedures, benefits and compensation, handling employee relations and disciplinary actions. This position may also be responsible for maintenance of job classification description, position analysis, HRIS set-up and maintenance.

#### Essential HR Job 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 listed herein if such functions are a logical assignment to the position.

- Administers all employee benefit programs such as medical, dental, and vision plans, life insurance plans, disability plans and flexible spending plans.
- Processes all HRIS benefit entries (new hire elections, terminations, qualifying life event changes and open enrollment) to ensure accurate record keeping and proper payroll deductions.
- Assists employees with questions regarding benefits and insurance.
- Prepares and reconciles monthly insurance invoices.
- Manages annual Open Enrollment process.
- Ensures compliance with COBRA and HIPAA regulations.
- Participates in the RFP process, as necessary.
- Administers and monitors various leave programs (Family Medical Leave, Disability, Military Leave, etc.).
- Updates and maintains accurate HR related files and HR Systems.
- Schedules and conducts new hire orientation for all new employees.
- Coordinates the selection and evaluation of candidates to fill position vacancies; post and advertise position vacancies; schedule and conduct candidate interviews with the appropriate



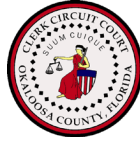
## **Clerk of Circuit Court & Comptroller Okaloosa County**

supervisor. Collaborates with departmental managers to understand skills and competencies required for openings.

- Enrolls employees into the State of Florida Retirement System and perform liaison functions with retirement system officials.
- Develops and implements effective measures to improve recruitment and retention of employees.
- Coordinates the evaluation of all employees with supervisors/managers.
- Assists managers/supervisors with employee disciplinary actions, including meetings and terminations, as needed.
- Reviews and stays abreast of new and/or changed laws and regulations pertaining to human resources management and administration.
- Conducts exit interview with all departing/terminating employees.
- Formulates, recommends for approval, and administers human resources policies and procedures for the Clerk's office.
- Handles unemployment claims, as necessary.
- Counsels Clerk's Office employees regarding human resources and administrative matters.
- Maintains accurate information on employee intranet, Clerk Connect.
- Create engaging content for Clerk Connect (New hire announcements, upcoming training, event promotions, etc.)
- Attendance is an essential job function.

### **Essential Outreach Job Functions:**

- Administers all social media accounts (Facebook, LinkedIn, Instagram).
- Creates engaging posts, images and video content.
- Prepares press releases, annual reports and other outreach materials as required.
- Ensures communications are in alignment with Clerk's strategic direction, mission and values.
- Coordinates and attends various Clerk-related community meetings, events and/or program activities.
- Develops and implements an annual outreach plan that includes promotional and educational strategies.
- Establish and maintain effective relationships with County Officials, Constitutional Officers and community partners.
- Proactively consults with team members on identifying, developing and implementing effective measurable communication opportunities to accomplish organizational objectives.
- Facilitates online conversations with customers and respond to queries.
- Represents the Clerk's Office at monthly Chamber of Commerce meetings (Fort Walton Beach, Niceville, Crestview).



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### **Skills and Abilities Required**

- Strong attention to detail.
- Strong administrative and organizational skills including timeliness, accuracy and thoroughness.
- Excellent verbal and written communication skills; ability to multi-task.
- Delivers excellent customer service.
- Demonstrated ability to use discretion with confidential information.
- Strength in analyzing and problem resolution.
- Must be able to work independently or as part of a team.
- Thorough knowledge of Federal and State laws and regulations pertaining to Human Resources administration (i.e., FLSA, ADA, FMLA, etc.).
- Thorough knowledge of the Clerk's organization, functions, and policies and procedures.
- Working knowledge of Adobe Pro, Microsoft Outlook, Word, Excel, PowerPoint and Word Press.
- Ability to become a Florida Notary.

### **Education and Experience Required:**

- Graduation from an accredited college or university with a Bachelor's degree in Human Resources Management, Business Administration, Public Administration, or related field preferred. Will substitute 4 years of relevant experience in lieu of degree.
- Five (5) years prior experience performing professional-level work in human resources administration; or, any equivalent combination of training and experience preferred.
- Active Professional Human Resources certification preferred (PHR/SPHR and/or SHRM-CP/SHRM-SCP), or ability to obtain certification when eligible.

### **Physical Demands:**

- Ability to operate a motor vehicle. (Some travel required.)
- Walking, standing, or sitting for an extended period.
- Requires some stooping, lifting, and bending.
- Must be able to lift 30 lbs.

### **ADA Compliance:**

The Okaloosa County Clerk of Courts is an Equal Opportunity Employer. ADA requires the Clerk of the Court to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.