

Florida State Courts System Class Specification

Class Title: Human Resources Services Manager - OSCA

Class Code: 6860

[Pay Grade 28](#)

General Description

The essential function of the position within the organization is to manage and oversee human services resources processes and programs. The position is responsible for staff supervision, providing planning and training, managing payroll and benefits programs and processes, administering or assisting with administration of court programs and services, ensuring policy and regulation compliance, serving as the State Courts System's liaison with the Bureau of State Payroll, Division of State Group Insurance and Division of Retirement, and performing related administrative functions, including reviewing, preparing and submitting detailed personnel, payroll, and benefits reports. The position works independently, reporting major activities through periodic meetings.

Examples of Work Performed

(Note: The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Supervises staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination; prepares periodic employee performance evaluations.

Manages and participates in human resources matters such as employee relations, job classification, compensation and benefits, payroll, attendance and leave, retirement, workers compensation, and unemployment compensation; ensures the State Courts System offers fair and competitive wages and benefits for employees.

Provides direction to management regarding employee disciplinary matters; recommends appropriate action and conducts meetings with employees to inform them of disciplinary actions, including termination of employment.

Plans for and analyzes future growth and staffing needs; assesses designs, develops, and evaluates current staff and anticipates future needs.

Serves as coordinator and liaison for payroll, attendance and leave, benefits, retirement, workers compensation, and unemployment compensation;

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establishes and maintains working relationships with State Courts System personnel, Executive Branch partners in the areas of responsibility and other agencies.

Oversees development and implementation of new processes and procedures for payroll, attendance and leave, benefits, retirement, workers compensation, and unemployment compensation, ensuring compliance with applicable policies, regulations and laws.

Oversees development of databases and distribution of reports and information.

Monitors State Courts System compliance in the application of federal and state employment laws such as the Fair Labor Standards Act (FLSA), Family and Medical Leave Act (FMLA), etc.

Maintains a system to ensure routine completion of employee performance evaluations.

Develops and updates policies and procedures for payroll, attendance and leave, benefits, retirement, workers compensation, and unemployment compensation to remain consistent with the mission, goals, best practices and changing laws and regulations of the organization.

Manages maintenance of organizational records/files in compliance with set policy and procedures and with applicable regulations and laws.

Manages administrative matters such as preparing RFP's and contracts, preparing routine or special reports, developing and administering training, performing research, or processing pay and benefits studies for employees.

Attends or conducts staff, committee and other professional meetings and conferences to exchange information; attends technical or professional seminars or conferences to improve professional skills.

Competencies

Data Responsibility:

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Directs others in major events and reports on activities and results.

People Responsibility:

Refers to individuals who have contact with or are influenced by the position.

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Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

Assets Responsibility:

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of supplies of high value or moderate amounts of money.

Mathematical Requirements:

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

Communications Requirements:

Involves the ability to read, write, and speak.

Reads and interprets advanced professional materials; writes complex reports and papers; speaks to high level professional groups.

Complexity of Work:

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

Impact of Decisions:

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

Equipment Usage:

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

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Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs such as word processing, spreadsheets or custom applications.

Safety of Others:

Refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

Education and Experience Guidelines

Education:

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Bachelor's degree in public or business administration, business management employment law or a closely related field.

Experience:

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience

Five years of experience in human resources management and extensive managerial experience including two years of supervisory experience.

Licenses, Certifications, and Registrations Required:

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

None