

CHIEF OF PERSONNEL SERVICES 6800

Distinguishing Characteristics of Work

This is very responsible professional, administrative and supervisory work managing all functions of the State Courts System's (SCS) uniform personnel system including classification and pay, payroll and benefits, employee relations, personnel policy and procedures, Equal Employment Opportunity programs, performance appraisal, and employee development. The Chief of Personnel Services supervises and directs a staff of professionals who manage the day to day operations of their assigned program areas. The Chief of Personnel Services directs personnel staff on continuing and special projects such as development of annual pay plan issues, amendments to personnel rules, development and implementation of personnel policies, and acquisition of new benefit programs for judges and SCS employees. The Chief of Personnel Services researches current trends in personnel administration and develops creative and effective implementation of new personnel laws and regulations. The Chief of Personnel Services conducts extensive training on personnel policy and issues for all State Courts System elected officers, management, and employees and provides technical assistance to justices, judges, and SCS management staff concerning sensitive personnel issues including employee discipline, civil rights complaints, pay, and dismissal. The Chief of Personnel Services also leads or works on inter division team projects outside of personnel such as program and budget development. Working relationships are established with justices, judges of the circuit and district courts, SCS management staff, the Florida Legislature, Executive Office of the Governor, the Auditor General's Office, and other state agencies. The Chief of Personnel Services works independently and reports to the Deputy State Courts Administrator.

Education and Training Guidelines

Graduation from an accredited four year college or university with a major in public, business, or personnel administration, industrial psychology, communications, or a related social science area, and seven years of experience in personnel administration, including three years of supervisory experience, or experience managing a personnel program.

A master's degree in an above area may substitute for two years of the non supervisory or program management experience.

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Knowledge, Skills, and Abilities

Knowledge of the principles and practices of modern personnel administration. Knowledge of and understanding of the various State of Florida personnel systems. Knowledge of, and ability to interpret and apply, state, federal, and local employment laws, and other rules, and guidelines concerning personnel administration. Ability to effectively supervise a professional, technical, and support staff, including employee selection, assignments, and performance appraisal. Ability to establish priorities and long term goals. Ability to identify and analyze personnel system needs and make recommendations for implementation, and effectively communicate recommendations to State Courts System management staff, justices, and judges. Ability to reason critically and present ideas clearly and concisely. Knowledge of the Florida legislative process, including the budget process, and ability to analyze the effects of legislation on SCS personnel administration and related areas. Ability to conduct training on a wide variety of personnel and related issues to a diverse group of elected officers, SCS management staff, attorneys, professional, and support staff. Ability to work independently and maintain confidentiality and discretion concerning sensitive personnel issues.

Effective: June 1, 1991

Revised: December 1, 1993

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