

HUMAN RESOURCES OFFICER 6830

Distinguishing Characteristics of Work

This is professional work developing and coordinating the State Courts System (SCS) Equal Employment Opportunity programs. The Human Resources Officer is responsible for monitoring and assuring compliance with SCS minority recruitment and employment mandates established in section 25.382(4), Florida Statutes, and developing and overseeing the implementation of a training plan for all SCS officers and employees on a variety of workplace issues. This position develops policies, procedures, practices and training programs to help assure SCS compliance with state and federal employment laws, and conducts exit interviews for terminated employees. The Human Resources Officer will also conduct and/or coordinate the investigation of discrimination complaints, prepare and review reports of investigation and arrange for and monitor the results of discrimination complaints. Working relationships are established with Justices, judges of the circuit and district courts and SCS management staff. This position provides technical assistance to justices, judges, and court personnel on employee relations and civil rights issues; and provides staff support to judicial committees and commissions. The Human Resources Officer works independently and reports to the Chief of Personnel Services.

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, and six years of experience in personnel administration, including two years of employee relations experience.

A Master's degree in an above area may substitute for two years of experience, excluding experience in employee relations.

Knowledge, Skills, and Abilities

Knowledge of, and ability to interpret and apply state, federal and local employment laws and other rules and guidelines concerning personnel administration. Knowledge of a section 25.382(4), Florida Statutes. Ability to collect, evaluate and analyze data relating to equal employment opportunity programs. Ability to compose correspondence. Ability to work independently and communicate effectively. Ability to understand and apply applicable rules, regulations, policies and procedures relating to equal employment opportunity. Ability to investigate allegations of employment discrimination. Ability to plan, organize and coordinate work assignments. Ability to establish and maintain effective working relationships with others. Ability to prepare reports relating to equal employment opportunity. Ability to train individuals or groups of people. Ability to evaluate and analyze training data. Ability to maintain confidentiality and discretion concerning sensitive personnel issues. Ability to provide staff support to judicial committees and commissions.

Effective: February, 2007