

Florida State Courts System Class Specification

Class Title: Chief of Personnel Services

Class Code: 6800

[Pay Grade: 32](#)

General Description

The essential function of the position within the organization is to direct and manage operations of Human Resources. The position is responsible for staff supervision, classification and pay, payroll and benefits, employee relations, personnel policy and procedures, employee performance appraisals and development, and/or recruitment, employee discipline, Equal Employment Opportunity programs, investigations of harassment, and performing related administrative functions, including reporting. The position develops and implements programs within organizational policies; reports major activities to executive level administrators through conferences and reports.

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. 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.)

Directs and supervises staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and recommending terminations and conducting termination conferences, prepares periodic employee performance evaluations.

Directs and oversees human resources operations, such as recruitment, interviewing, selection, employee relations, disciplinary action, classification, compensation or benefits; reviews background/reference checks; makes recommendations for staffing/organizational changes.

Plans, develops, implements and interprets personnel policies, programs and procedures; reviews policies for compliance with applicable federal and state laws; researches current trends to make recommendations for improvements.

Oversees continuing and special projects assigned to analysts; oversees and coordinates the Senior Judges Program; provides staff support to judicial committees and commissions.

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Conducts or coordinates investigations of issues pertaining to harassment, discrimination, performance issues and pending employment litigation; coordinates and communicates with legal counsel in employment matters and litigation.

Serves as Americans with Disabilities Act Coordinator; conducts or coordinates training on personnel policy and issues such as sexual harassment, ADA, civil rights complaint procedures or cultural diversity.

Oversees/manages administrative matters such as preparing correspondence for signatures, conducting special studies, preparing routine or special reports, developing and administering training, or providing for staff technical or professional growth.

Provides administrative direction to and oversees activities of Court Interpreters, including service provision, billing, and statistical analysis.

Develops, presents, and defends budget requirements; oversees and approves departmental expenditures; prepares financial forms and reports.

Attends and/or conducts staff, committee and other professional meetings and conferences to exchange information; attends professional seminars or conferences to improve professional skills; serves on legislative team and monitors and analyzes proposed legislation for fiscal and judicial impact.

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.

Conducts research to discover new methodologies or to find solutions for unresolved problems.

People Responsibility:

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

Negotiates or exchanges ideas, information, and opinions with others to formulate policies and programs, or arrive jointly at decisions, conclusions, or solutions.

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Assets Responsibility:

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

Requires responsibility and opportunity for achieving major economies and/or preventing major losses through the management of payroll and human resources.

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 extremely 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 broad principles of professional management and leadership to solve new problems for which conventional solutions do not exist; requires sustained, intense concentration for accurate results and continuous 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 serious impact - affects most units in organization, and may affect citizens; probability of liability for poor decisions is likely.

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.

Coordinates the handling of machines, tools, equipment, or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting

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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 some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

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 business administration or human resource management 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.

Eight years of experience in human resource, management, five of which in a supervisory or managerial capacity.

Licenses, Certifications, and Registrations Required:

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

None