

Florida State Courts System Class Specification

Class Title: Human Resources Officer

Class Code: 6830

[Pay Grade 31](#)

General Description

The essential function of the position within the organization is to monitor and assure compliance with State Courts System minority recruitment and employment mandates and practices established in Section 25.382(4), Florida Statutes, and state and federal employment laws. This position is also responsible for insuring that actions comply with Title VII of the Civil Rights Act of 1964 and other relevant anti-discrimination laws and regulations, and providing expert advice to the management on significant and sensitive issues impacting the SCS' EEO program and plans. The position works independently determining work methods, reporting major activities to the Chief of Personnel Services.

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.)

Advises and consults management on identification and elimination of individual and systemic discrimination; promotion and development of EEO policies, plans and programs; full utilization of women and minorities; and, corrective actions necessary to achieve equal opportunity.

Identifies systemic barriers to equal opportunities for minorities and women and advises managers on proactive approaches, strategies and specific actions to eliminate those barriers and enhance employment opportunities for these protected groups.

Conducts studies of and analyzes management practices, organizational structures, employment patterns to determine their impact on equal employment opportunity.

Supervises employees, to include training, assigning and evaluating work, counseling, and recommending discipline.

Directs the preparation and maintenance of annual EEO reports in accordance with Chapter 25.382(4), Florida Statutes. Prepares periodic reports for management, as necessary or requested.

Formulates and recommends policies and procedures to assure SCS compliance with local, state and federal employment laws.

HUMAN RESOURCES OFFICER

Determines and recommends employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation.

Participates in the development and implementation of training in employment policies in the areas of Sexual Harassment, Americans with Disabilities Act, Family Medical Leave Act, and Diversity.

Maintains current knowledge of workplace diversity issues, EEO, sexual harassment, FMLA, and ADA regulations, laws, and policies.

Conducts and or coordinates investigations of complaints of discrimination; prepares and/or reviews final reports of investigations, and monitors the findings and resolutions of investigations.

Serves as staff to Supreme Court commissions and committees charged with developing policies and procedures for improving workplace diversity.

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.

Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures, or methodologies based on new facts, knowledge, or interpretations.

People Responsibility:

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

Persuades or influences others in favor of a point of view or course of action. Counsels, instructs, or trains others through explanation and demonstration and makes recommendations based on technical expertise.

Mathematical Requirements:

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

Uses basic arithmetic functions, including ratios and percents.

Communications Requirements:

Involves the ability to read, write, and speak.

HUMAN RESOURCES OFFICER

Reads professional literature and technical manuals. Speaks to groups of employees and other public or private groups; writes policies, procedures and complex reports. Coordinates training and presentations for employees and managers.

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 thinking to define and solve practical problems; requires continuous and close attention to detail for accurate results and is exposed to unusual pressures.

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. Impact of error is serious affecting all units in the organization.

Judgment Requirements

Decision making is a significant part of the job affecting the entire organization.

Responsible for developing policies and procedures.

Works in a dynamic environment and is responsible for establishing goals and objectives.

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, business, or personnel administration, industrial psychology, communication, or a related social science, employment law or a closely related field. Master's degree in an area above may substitute for two years of non employee relations experience.

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 or personnel administration, including two years of employee relations experience.

HUMAN RESOURCES OFFICER

Licenses, Certifications, and Registrations Required:

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

None