

Florida State Courts System Class Specification

Class Title: Personnel Services Specialist

Class Code: 6820

[Pay Grade 22](#)

General Description

The essential function of the position within the organization is to provide support for human resources services and assist in maintaining a current and competitive classification and pay system for the organization. The position is responsible for preparing and updating specifications for positions, assisting in the development and coordination of personnel programs, processing payrolls and payroll information, processing and providing customer service for employee benefits programs, assisting in the development of and conducting training in the areas of payroll, benefits and attendance and leave, assisting in conducting classification studies, and performing related administrative functions, including reviewing, maintaining and submitting HR reports. The position works under general supervision independently developing work methods and sequences.

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.)

Prepares class specifications for new positions approved for the State Courts System and enters specifications on the web; updates specifications for existing positions.

Processes payrolls of responsibility, reviewing payroll submissions (PAR) for accuracy and entering information into the Personnel Information System database for processing by the Comptroller's Office. Provides quality control assistance to all courts as it relates to payroll and benefits.

Completes entry of benefits deductions such as health, life or supplemental insurance for processing; assists with resolution of benefits problems/issues through letters, telephone calls and electronic communication.

Verifies payroll in database to ensure accurate payments; processes payroll under/over payments for transmission to Comptroller's Office for correction as required.

Assists Personnel Management Analyst in conducting classification studies to ensure correct classification and competitive compensation for positions;

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establishes and enters new classification, such as OPS or organization codes, into the Personnel Information System database.

Processes leave payouts by using the PC payment system; cancels warrants and direct deposits as needed and processes on-demand payrolls.

Assists Personnel Management Analyst in preparing the annual State Courts System Pay Plan Request; analyzes and determines the fiscal impact of pay plan requests and recommends implementation procedures.

Conducts new employee orientation, covering topics such as payroll, benefits, worker's compensation, attendance/leave, deferred compensation or discount passes; serves as information resource to all employees for the area of responsibility.

Provides training for State Courts System personnel representatives in payroll preparation, benefits and human resources-related rules and regulations; assists representatives in staying abreast of procedural changes and deadlines.

Prepares area-related correspondence as needed; completes and returns employment verification forms; notifies employees of open enrollment periods for benefits; enters and maintains W-4 information; requests duplicate W-2's as needed.

Attends staff meetings to exchange information; attends technical or professional workshops or seminars 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.

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

People Responsibility:

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

Persuades or influences others in favor of a service, course of action, or point of view.

Assets Responsibility:

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

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Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

Mathematical Requirements:

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

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

Communications Requirements:

Involves the ability to analyze and interpret data as well as the ability to read, write, and communicate effectively to both internal and external customers.

Reads professional publications; composes complex reports and manuals; speaks formally to groups within and outside the organization.

Complexity of Work:

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

Performs supervisory work involving policy and guidelines, solving both people and work related problems; 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 moderate impact - affects those in work unit and other units within the organization.

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.

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 accounting or human resources applications.

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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 human resources, public or business administration, 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.

Three years of related experience.

Licenses, Certifications, and Registrations Required:

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

None