

Florida State Courts System Class Specification

Class Title: Personnel Specialist

Class Code: 6805

[Pay Grade 18](#)

General Description

The essential function of the position within the organization is to provide administrative support to the Human Resources Officer or Manager with operations of the Human Resources Department. The position is responsible assisting with management of employee relations issues and processing complaints of employment discrimination, assisting with management of the hiring process, managing personnel records and data, processing payrolls and payroll information, providing support for benefits programs, serving as departmental liaison, and performing related administrative functions, including creating, reviewing, maintaining and submitting 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.)

Provides technical assistance and exchanges information related to the equal employment opportunity and employee relations programs.

Assists in conducting internal discrimination complaint investigations and performing audits to ensure compliance with federal, state, and local non-discrimination laws and SCS' policies related to non-discrimination, compliance, and equity.

Assists in scheduling OPS employees; ensures completion and submission of required paperwork for new employees and tracks OPS timesheets and paychecks.

Serves as support staff to court committees.

Serves as information resource for employee benefits programs; answers questions and assists employees with forms and documentation for insurance; files claim forms and communicates with insurance company regarding benefit

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payments; provides support and information to managers on policies, personnel information and labor standards.

Works with Human Resources Officer to coordinate training programs on equal employment opportunity, diversity, and related court policies.

Processes payrolls; reviews/audits timesheets and prepares adjustments as required; prepares personnel action requests and change notices; distributes paychecks; acts as liaison between state and county payroll and personnel offices; resolves payroll and personnel issues through direct contact with the offices.

Maintains personnel records/files, employee data, accident and salary reports, and attendance records in compliance with federal and state retention, privacy and filing guidelines; maintains attendance for annual and sick leave accrual.

Conducts recruitment activities, such as analyzing recruitment needs, recruiting and screening applicants, setting interviews, and processing new hires, including preparing offer letters and employee files, providing explanation of employee benefit programs, and providing first-day-on-the-job orientation.

Out-processes employees, including pay action requests, pay out for annual accrual, retrieval of badges and keys, and conducting exit interviews.

Maintains human resources databases, providing charts and spreadsheets as requested.

Processes certification for additional compensation for county judges serving as circuit judges; processes senior judge certification.

Provides guidance, training and other assistance needed to judges, personnel representatives, and other court employees throughout the state as it relates to job areas of responsibility; presents and explains open enrollment for employee benefits.

Manages and assists with execution of special employee events, such as employee appreciation month, employee picnics or employee awards ceremonies; assists with coordination of sign language interpreters.

Screens telephone calls and visitors to the department; provides information, resolves issues, directs caller/visitor to proper personnel, or takes messages; issues ID cards and issues and monitors access cards and parking passes for court personnel.

Coordinates notices of vacancy for court positions; enters job applications and conducts background checks.

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Prepares various reports such as annual equal employment opportunity reports, and prepares and processes employee-related forms, such as employee promotions and terminations, insurance claims, family medical leave, direct deposit authorizations or W-4 forms.

Performs clerical tasks, such as scheduling; preparing correspondence, memoranda and query sheets; preparing paperwork for contracts; performing data entry; coordinating newsletters; or preparing spreadsheets.

Attends or conducts 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.

Compiles, examines, or analyzes data or information and possibly recommends action based on results.

People Responsibility:

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

Coordinates with others to determine or interpret work procedures, assigning specific duties, maintaining harmonious relations, and promoting efficiency.

Assets Responsibility:

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

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 read, write, and speak.

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Reads professional publications; composes complex reports and manuals; speaks formally to groups 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 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.

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.

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 or personnel administration, public or business administration, labor or industrial relations, management, employment law or a closely related field.

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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.

Two years of related experience in human resources or personnel administration.

Licenses, Certifications, and Registrations Required

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

None