



Nineteenth Judicial Circuit of Florida

Serving Indian River, Okeechobee, Martin, and St Lucie Counties

Administrative Office of the Courts **JOB ANNOUNCEMENT**

Location: Port St. Lucie. Position also travels to other locations within the judicial circuit.

HUMAN RESOURCE MANAGER **Position Number 22010210**

Salary: \$4,769.63 - \$8,585.34 monthly

The essential function of the position is to manage and oversee human resources processes, services and programs for the Nineteenth Judicial Circuit of Florida. The position is responsible for staff supervision, providing planning and training, managing payroll and benefits programs and processes, administering or assisting with administration of court programs and services, managing recruitment processes, ensuring policy and regulation compliance, serving as ADA Coordinator, and performing related administrative functions, including reviewing, preparing and submitting Human Resource reports. Additionally, the Human Resources Manager is expected to be able perform well in a multimedia environment, utilizing Zoom and social media platforms. This position works with State Court System Personnel Regulations, State of Florida Retirement, State Court System Benefits, as well as local county human resources policies, procedures, benefits and applications. The position works independently, under the direction of the Trial Court Administrator, reporting major activities through periodic meetings.

Examples of Work Performed

Supervises staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination; prepares periodic employee performance evaluations.

Manages in human resources programs and services matters such as employee relations, job classification, compensation and benefits. Ensures fair and conducts studies to competitive wages and benefits for employees.

Provides direction to management regarding employee disciplinary matters; recommends appropriate action and conducts meetings with employees to inform them of disciplinary actions.

Plans for and analyzes future growth and staffing needs; assesses designs, develops and evaluates current staffing.

Serves as coordinator and liaison for the area of responsibility; establishes and maintains working relationships with State Courts System personnel, outside attorneys and other agencies.

Oversees development and implementation of new HR processes and procedures, ensuring compliance with applicable policies, regulations and laws; oversees development of databases and distribution of reports and information.

Manages preparation of job announcements for SCS and assists managers and supervisors in the recruitment process; reviews appointment requests and ensures compliance with recruitment guidelines and SCS classification and pay policy.

Creates position descriptions for new positions and coordinates meetings with department managers to ascertain the assigning of proper duties to new positions.

Maintains a system to ensure routine completion of employee performance evaluations.

Coordinates and/or assists with administration of the Americans with Disabilities Program; serves as Intake Officer for civil rights complaints and Safety Representative.

Manages maintenance of organizational records/files in compliance with set policy and procedures and with applicable regulations and laws.

Manages administrative matters such as preparing RFP and contracts, preparing routine or special reports, developing and administering training, performing research, or processing evaluation and reclassification studies for employees.

Attends or conducts staff, committee and other professional meetings and conferences to exchange information; attends technical or professional seminars or conferences to improve professional skills.

Competencies

Directs others in major events and reports on activities and results.

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of supplies of high value or moderate amounts of money.

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.

Reads and interprets advanced professional materials; writes complex reports and papers; speaks to high level professional groups.

Performs work involving the application of logical principles and thinking to solve practical

problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

Education and Experience Requirements

Bachelor's degree in public or business administration, business management employment law or a closely related field. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Five years of experience in human resources with extensive managerial experience including two years of supervisory experience. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience

Special Comments

This position works in an environment managing human resources involving judges, attorneys and other court staff. Exemplary verbal and written communication skills are essential. A well-researched writing sample of 500 words produced by the applicant on a current employment issue of the applicant's choice is required. In addition, this position may be required to assist with other duties including but not limited to Public Information Officer responsibilities. Finally, professional, nationally recognized certification in Human Resources such as PHR, SPHR, SHRM-CP or SHRM-SCP preferred. The successful applicant will be subject to a criminal background check.

How to Apply

All information must be submitted through Email to sanchezj@circuit19.org

This includes a cover letter, resume, a current and complete State of Florida Employment Application and a 500 word essay on a human resource topic.

For additional information, please contact Jessica Sanchez at (772) 807- 4371.

The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer, and does not tolerate discrimination or violence in the workplace. Also, the State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, F.S., Drug-Free Workplace Act.

IF YOU ARE A PERSON WITH A DISABILITY WHO REQUIRES A SPECIAL ACCOMMODATION TO PARTICIPATE IN THE APPLICATION/SELECTION PROCESS PLEASE CALL THE HUMAN RESOURCES DEPARTMENT AT (772) 807-4370 (OPTION 6)