

Polk County Sheriff's Office Job Description
2808 Employment Services Manager - Human Resources
February 4, 2003, Revised August 5, 2011

Position Concept:

The Employment Services Manager of the Human Resources Division effectively and efficiently manages the administrative, operations and clerical duties of the Human Resources Division's Staffing and Recruiting efforts from the applicant process to applicant hire under direction of the Human Resources Director. Position requires exercise of discretion, independent judgment and independent thought.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Employment Services Manager - Human Resources may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

Essential Functions:

- Distribute job openings information
- Disseminate employment bulletins
- Attend job career fairs
- Conduct public presentations
- Design recruiting materials
- Maintain recruiting files and ratios
- Compile/conduct surveys
- Research salary/job/policy information
- Attend meetings
- Assist the Human Resources Director
- Supervise Division Staffing
- Direct and supervise Recruiting Teams
- Compose/construct policy, procedure, directives
- Chair committee meetings
- Serve as liaison with area schools
- Conduct training
- Assist in preparation of annual budget
- Prepare evaluations
- Approve attendance records
- Distribute work assignments
- Research and prepare statistical reports
- Oversee maintenance on equipment
- Assist in processing applications
- Arrange hiring of temporary members
- Assist in hiring selection of members
- Plan/design materials, forms, surveys
- Discuss status with applicants
- Serve as liaison to other supervisors
- Complete surveys
- Process time/attendance for part-time members
- Prepare purchase requisitions

Education, Professional Certification or License:

- Four (4) year degree from an accredited college or university with major course work in public or personnel administration, business administration or a related field
- Certification by the State of Florida as a Notary Public or eligible for such certification
- Successfully complete Legal Aspects of Human Resources, Basic Supervision, or equivalent course, Writing Skills, How to Interview People and Fair Labor Standards Act course or equivalent training
- Certification by Society of Human Resource Management as Professional of Human Resources (PHR) or equivalent certification:(preferred)
- Valid Florida driver's license
- Complete eighty (80) hour *CJSTC approved Middle Management course

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Professional Experience:

- Possess a minimum of five (5) years of experience in Human Resources
- Minimum of three (3) years supervision experience preferred
- Hiring process and recruiting experience preferred

Status: Civilian Sworn Certified Exempt

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

Environmental Conditions:

- Work is performed in an office environment with high levels of stress and extensive public contact

Required Skills and Knowledge:

Knowledge of:

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| <ul style="list-style-type: none">• PCSO policy and procedures• Division policy and procedures• Florida State Statutes• Criminal Justice System• Labor laws, *EEOC, *ADA and *FMLA• Federal/State laws, employment regulations• Child labor laws• Constitutional law• PCSO facilities | <ul style="list-style-type: none">• Hiring process• Resources• Various software• Office supplies• Geographical area• Division needs• Appropriate forms• Budgeting• Job descriptions |
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Ability to:

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| <ul style="list-style-type: none">• Compose• Operate office equipment• Operate a motor vehicle | <ul style="list-style-type: none">• Read and write English• Reason logically• Read a map |
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Skills:

- | | |
|---|---|
| <ul style="list-style-type: none">• Organizational• Supervisory• Computer• Instructor• Interpersonal• Keyboarding• Decision-making• Management | <ul style="list-style-type: none">• Good English grammar• Basic mathematical• Basic accounting• Research• Analytical• Public speaking• Interviewing• Telephone |
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Physical Requirements:

- Ambulate independently
- Sit for long periods
- Stand for long periods
- See at normal range or with accommodation
- Hear at normal level or with accommodation
- Speak English understandably
- Manual dexterity
- Lift/carry 35 lbs.

*FMLA: Family and Medical Leave Act

*EEOC: Equal Employment Opportunity Commission

*ADA: Americans with Disabilities Act

**CJSTC: Criminal Justice Standards Training Commission