



Administrative Office of the Courts

JOB OPPORTUNITY BULLETIN

STATE-FUNDED POSITION

Posting Date: 4/2/2024

Closing Date: 4/16/2024

POSITION TITLE: Director of Human Resources
MINIMUM ANNUAL STARTING SALARY: \$77,051.40
FLSA STATUS: Excluded

DEPARTMENT: Administrative Office of the Courts
PAY GRADE: 87 **POS.NO:** 010490

SUMMARY: Responsible for managing and directing the human resource functions within the Administrative Office of the Courts, Thirteenth Judicial Circuit. Responsible for staff supervision, payroll and benefits, employee relations, policy and procedures, recruitment, disciplinary actions, classification and pay studies, and other related administrative functions.

MINIMUM QUALIFICATIONS:

- **EXPERIENCE:** Five years of human resource management, two of which must have been in a supervisory or managerial capacity.
- **EDUCATION:** Bachelor's degree in public or business administration, human resources management or a closely related field.

ESSENTIAL DUTIES:

- Responsible for the direction and oversight of circuit-wide human resource operations, to include recruitment and selection, new hire on-boarding and orientation, employee relations, pay and compensation, employee benefit programs and disciplinary actions.
- Direct and oversee personnel functions such as workers compensation, unemployment compensation, I-9 and E-Verify (<https://www.uscis.gov/e-verify>) compliance and reporting.
- Conduct and review background and reference checks, make recommendations for staffing, policy and organizational changes.
- Serve as official custodian of employment records.
- Oversee and conduct special projects, provide staff support to executive team and judicial officers.
- Investigate personnel matters such as sexual harassment claims and EEO complaint procedures; respond to Americans with Disabilities Act and Family and Medical Leave Act requests and Workers Compensation.
- Conduct research regarding current trends and make recommendations for process improvements.
- Attend and conduct staff, committee and other professional meetings to exchange information.
- Attend professional seminars or conferences to learn and implement best practices and become compliant with laws, regulations, etc.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to plan, develop, implement and interpret human resources policies, programs and procedures; adhere to best practices in compliance with applicable federal and state laws.
- Highly skilled in Microsoft Suite.
- Skilled at conducting research, ability to analyze turnover and prepare Human Resources Reports.
- Ability to conduct or coordinate investigation of issues pertaining to harassment, discrimination and employee performance deficiencies.
- Ability to interpret compensation plans, prepare spreadsheets and implement discretionary rate distribution at the direction of the Court Administrator.
- Ability to communicate clearly, concisely, and logically, both verbally and in writing. Ability to use utmost discretion when handling confidential information and must be able to perform all responsibilities in a professional and ethical manner.
- Incumbent must be professional in all regards.

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the Florida State Court System Personnel Regulations, People First, and the state court Attendance Reporting System (ARS).
- Ability to audit and resolve pay and compensation issues, and edit and approve electronic leave requests and time sheets using the Hillsborough County KRONOS time and attendance program.
- Working knowledge and understanding of the Hillsborough County ORACLE payroll and employee benefits system.
- Ability to calculate prospective retirement benefits, counsel employees as to benefit options, and file and process retirement forms for the Judiciary. Extensive knowledge of the Florida Retirement System DROP program, and pension and investment plans.
- Knowledge of SAGE software and Crystal Reports.

BENEFITS PACKAGE: Paid vacation, sick leave and holidays, comprehensive health insurance and life insurance with accidental death and dismemberment benefits, supplemental dental, vision, life, disability and hospitalization insurance, promotional opportunities, Florida Retirement System (FRS) eligibility, tuition-free college courses, 457 Tax Deferred Retirement Plan. Opportunity to telework 1 day/week.

TO APPLY: Submit 1) cover letter, 2) resume, 3) current [State of Florida Application and Addendum](#) (located only at www.fljud13.org) in (1) PDF file via email to recruiting@fljud13.org. **APPLICATION PACKETS MUST INCLUDE THE 3 REQUIREMENTS ABOVE TO BE SCREENED FOR POTENTIAL INTERVIEW.**

NOTICE: Please note that future vacancies in this same classification may be filled as a result of this recruitment. Applicants will be subject to a criminal background check. We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Requests for ADA accommodation to participate in the application/selection process should be directed to (813) 272-6330.