

WE RESERVE THE RIGHT TO CONSIDER POLK COUNTY EMPLOYEES FOR PROMOTION OR TRANSFER PRIOR TO CONTACTING PERSONS NOT EMPLOYED BY THE BOARD OF COUNTY COMMISSIONERS.

**HUMAN RESOURCES DIRECTOR**  
**Job Order #10370**

*\*This position is exempt from appeals procedures. The successful applicant works at the pleasure of the appointing authority.*

**Must have the physical, developmental and mental ability to perform job tasks, work efforts, responsibilities and duties of the job illustrated below:**

**POSITION DUTIES:**

- Responsible professional and diverse administrative work in planning, organizing and directing the activities of the county's Human Resources programs. Supervision is provided to professional, technical and clerical support personnel.
- Administers the county's Human Resources programs, directing the planning, scheduling and coordination of divisional activities through staff managers. Develops policies, procedures and priorities to meet established goals. Coordinates and administers the development and maintenance of Human Resources systems, forms, procedures and the method of record keeping.
- Plans, coordinates, and directs county Human Resources functions including maintenance of classification and pay plans; recruitment, examination, selection and orientation of applicants from diverse groups; development and maintenance of employee performance evaluations; employee status changes and pay rates; wage and benefit surveys; and Human Resources training programs; monitors work program/project goals and timetables.
- Coordinates and administers the county's Benefits & Compensation Step Plan in accordance with sound management objectives and applicable county, state and federal rules, regulations and laws. Provides assistance and advice to all inquiries regarding county Human Resources policies and related activities. Counsels and provides guidance to all managerial personnel in the area of proper supervision and discipline.
- Coordinates and administers employee and labor relations programs including problem solving of employee concerns, employee grievances arbitration, negotiations and labor contract administration. Coordinates, develops, and recommends appropriate Human Resources policies, rules, regulations, and revisions for adoption by the Board of County Commissioners.
- Coordinates and administers the County's Training and Development program.
- Prepares and recommends Human Resources Division budget. Maintains records and controls expenditures in accordance with established standards. Maintains a working knowledge of current applicable county, state and federal legislation. Consults with outside agencies as necessary.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

- 10 years progressively responsible experience overseeing all functional areas of Human Resources including recruitment, retention, benefits, compensation, employee relations, and training and development for organizations of a 1,000 employees or more.
- Bachelor's degree from an accredited college/university in Human Resources or related field required.
- 3 years experience developing and overseeing a recruitment and retention function including experience with on line recruitment systems.
- 1 year compensation experience writing job descriptions and grading jobs using an state of the art grading system
- 1 year administering benefit programs.
- 5 years experience with current employee relations issue and strong knowledge of labor laws, previous experience with labor unions helpful.
- 2 years experience overseeing a training and development function.
- Must be able to write reports and present data
- Previous experience with HRIS systems preferred.
- Must have a valid driver's license and be able to secure a valid Florida driver's license at the time of employment within this classification.

**SPECIAL PREFERENCE:** Master's degree in Human Resources management, human relations, industrial relations, public or business administration is preferred.

**JOB LOCATION:** Human Resources - Polk County Administration Building

**WORK SCHEDULE:** 8:00 a.m. - 5:00 p.m., Monday thru Friday

**CLOSING DATE:** Pending (rw)

Interested applicants and employees should complete a Polk County Application for Employment no later than the closing date indicated above. Applications may **only** be made electronically on the Polk County BoCC website @

[www.polk-county.net](http://www.polk-county.net)

**AN EQUAL OPPORTUNITY EMPLOYER M/F/D/VP**