



ESCAMBIA COUNTY
Department of Human Resources
221 Palafox Place, HR Suite 200
Pensacola, FL 32502-5835
(850) 595-3000 Out-of-Area: (866) 609-0603

<http://www.myescambia.com/jobs>

INVITES APPLICATIONS FOR THE POSITION OF:

Employee Relations Supervisor
Human Resources Department
Employee Relations Division

An Equal Opportunity Employer

RECRUITMENT RANGE

\$55,182.40 - \$62,150.40 Annually

ISSUE DATE: 04/06/21

FINAL FILING DATE: Mon. 04/19/21 11:59 PM Central Time

THE POSITION

Home to more than 300,000 residents in northwest Florida, Escambia County is the westernmost and one of the oldest counties in the state. The mission of Escambia County government is to provide efficient, responsive services that enhance our quality of life, meet common needs and promote a safe and healthy community. With nearly 1,800 employees, we pride ourselves on being the perfect climate for everything - building a business, raising a family and enjoying recreational pursuits. Picture perfect white sand beaches and clear, emerald Gulf waters draw millions of vacationers to Escambia each year, especially to Pensacola Beach, named the #4 Top U.S. Beach in 2020 by TripAdvisor.

This is supervisory work coordinating and overseeing personnel programs and functions in the Employee Relations subdivision of the Human Resources Department. This position supervises professional and technical staff and reports directly to the Human Resources Manager.

EXAMPLES OF DUTIES

Oversees employee relations programs, activities, and resources by directing and supervising staff, evaluating and administering projects and services, and participating in the development and implementation of strategies, goals, objectives, policies, and procedures

Supervises staff by prioritizing and assigning work, conducting performance evaluations, maintaining a healthy and safe working environment, and ensuring staff are trained and adhering to appropriate policies and procedures as well as making hiring, termination, and disciplinary recommendations

Assists employees, supervisors, and department heads in settling work related conflicts by providing guidance and making recommendations

Investigates employee complaints by conducting investigations in areas such as working conditions, disciplinary actions, and policy violations as well as union and employee grievances

Reviews investigative reports and disciplinary packets to ensure adherence to County policy and other due process rights

Maintains privacy and confidentiality of protected and/or sensitive employee and departmental information

Provides complex technical and administrative support, guidance, and advice to departments and employees in regard to employee relation issues, County policies, and employment law

Recommends solutions to performance or behavioral issues by counseling employees and/or developing and implementing corrective actions

Manages the design and development of tools to guide managers in making decisions that impact employee and employer relations

Interprets and applies Federal, State, and local laws, rules, and regulations to ensure programs are in compliance and support best practices

Facilitates disciplinary meetings and hearings by coordinating and/or presiding over these meetings

Analyzes employee data including data related to EEO reporting by managing the collection of data and researching trends in order to identify potential issues and make recommendations to the department director

Assists with maintaining departmental budget by monitoring and controlling expenditures

Acts as the County's liaison to the Merit System Protection Board by coordinating between the County and MSPB attorney

Assists in the administration of the County's Employee Assistance Program by coordinating with the provider and employee as well as guiding departments through the supervisory referral process

Ensures compliance to the County's Drug-Free Workplace policy by coordinating with the departments for random and supervisory referral drug testing and ensuring appropriate collection and reporting of results

Acts as the County's tuition reimbursement program coordinator by educating employees on the program as well as collecting and reviewing tuition reimbursement applications

Provides aid in response to public records requests by assisting in procuring needed documentation and reviewing documents before submittal to the public

Analyzes highly complex and confidential issues, draws logical conclusions, and takes appropriate action by applying appropriate policies, procedures, and resources

Performs evaluations of Human Resource processing operations and activities and recommends improvements and modifications as needed

Facilitates training and employee development by assisting in assessing organizational training needs, developing training materials, and implementing training programs and activities

Makes recommendations for policy or procedure changes by researching best practice and staying abreast of changes in federal, state, or local laws related to employee relations

Performs other duties as assigned

QUALIFICATIONS

Minimum Qualification Requirements:

Training and Experience:

Bachelor's Degree in Human Resources, Business Administration, Industrial Psychology, Public Administration, or related field and five years of progressively responsible experience in Human Resources, including at least one year in a supervisory or leadership role; or, a combination of education and experience equivalent to these requirements.

Licenses and Certifications:

Driver's license from state of residence

Preferred Qualifications:

Master's degree in Human Resources, Business Administration, Industrial Psychology, Public Administration, or related field
PHR or SHRM-CP certification

Knowledge, Skills, Abilities, and Other Characteristics (KSAOs):

Knowledge of:

supervisory principles
managerial principles
applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes
human resource techniques
needs assessment principles
research and statistical techniques and principles
mediation and conflict resolution principles
complex human resource program management principles, practices, methods, and procedures

related to employee relations
budgeting principles
public relations principles
project management principles
labor relations

Skill in:

conflict resolution
active listening
managing change
handling sensitive issues
assessing needs
using a computer and related software applications (Microsoft Suite)
communication and interpersonal relations as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction

Ability to:

work independently and as a team
analyze complex situations
remain impartial
communicate and apply organizational policies and procedures
handle sensitive and confidential information
conduct research and prepare related reports
monitor and evaluate employees
prioritize and assign work
develop and implement organizational policies and procedures
evaluate human resources programs
interpret and apply applicable laws, rules, and regulations
manage a budget
develop and recommend strategic employee relations plans
evaluate statistical data pertaining to employment
prepare and present comprehensive reports, both orally and in writing
thoroughly investigate complaints and prepare complete, detailed investigative reports
identify and define problems
interpret, apply, and explain applicable laws, codes, regulations, policies, and procedures
respond to changing situations and needs
manage multiple priorities and meet assigned deadlines
maintain confidential files and records
establish and maintain effective working relationships with public officials, department heads, employees, and the general public

Other Characteristics:

High level of integrity
High emotional intelligence
High level of patience

Open-minded
Conscientious

SUPPLEMENTAL INFORMATION

County-wide Employee Responsibilities:

All Escambia County BCC employees must serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of Escambia County BCC's Employee Code of Ethics, gift, and conflict of interest policies.

All Escambia County BCC employees must establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, sex, national origin, age, disability, marital status, political affiliation, familial status, sexual orientation, pregnancy, or gender identity and expression.

Emergency Management Responsibilities:

During emergency conditions, the incumbent of this position will automatically be considered an emergency service worker. This employee is subject to being called to work in the event of a disaster, such as a hurricane, or other emergency situation and is expected to perform emergency service duties, as assigned.

Physical Requirements:

Positions in this class typically require sitting, standing, talking, hearing, seeing, finger and hand dexterity as well as repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally. Work is conducted in an office environment and involves sitting majority of the time with occasional walking and standing.

Benefits/Compensation Package:

- Medical / Dental / Vision plans
- Prescription coverage
- Employee health clinic
- Employee fitness centers
- Employer-sponsored retirement plan or an investment plan
- Deferred Compensation Plan
- Flexible Spending Account(s)
- Employee Assistance Program
- Annual/Sick Leave or Paid Time Off (PTO)
- Group Life Insurance

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.myescambia.com/jobs>

OR

221 Palafox Place, HR Suite 200
Pensacola, FL 32502-5835

EXAM #03363
EMPLOYEE RELATIONS SUPERVISOR
JF

Employee Relations Supervisor Supplemental Questionnaire

- * 1. I understand that I am not to list a sitting Escambia County Commissioner as a reference and will not contact any Commissioner about this job posting. Should I list such reference, I understand my application will be rejected.
 Yes, I understand. No, I do not understand.
- * 2. Do you have a bachelor's degree in Human Resources, Business Administration, Industrial Psychology, Public Administration or related field; **or** a combination of education and experience equivalent to these requirements?
 Yes No
- * 3. Do you have five years of progressively responsible experience in Human Resources, including at least one year in a supervisory or leadership role; **or** a combination of education and experience equivalent to these requirements?
 Yes No
- * 4. Please describe how you meet the education and experience requirements of this position and list all jobs you have held that fulfill the experience requirements for this position. **NOTE: All relevant experience must be listed in the "Work Experience" section of this application.**
- * 5. What roles did you have to fulfill at the previous post that you think will be useful for this position? **If none, type N/A.**
- * 6. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task. **If none, type N/A.**
- * 7. Please share an example of how you helped coach or mentor someone. What improvements did you see in the person's knowledge or skills? **If none, type N/A.**
- 8. Please submit a cover letter, resume, copies of diplomas or transcripts, and if applicable, certifications/licenses as attachments to the application or fax to (850) 595-3020 or email to recruiter@myescambia.com.
- * 9. Are you a current internal Escambia County BCC employee? **(For recruitment purposes temps, volunteers and contract employees are considered external applicants.)**
 Yes No

* Required Question