**Employment & Benefits Supervisor**

**(Equity and Human Resources)**

**Pay Range: $68,286.40 - $102.356.80 annually**

**Shift: Monday - Friday, 8:00 AM - 5:00 PM (40 Hours/Week)**

**Location: 330 West Church Street Bartow, FL 33830**

**Health Benefits Package, Including Paid Holidays**

**To Apply and for Full Job Details including Salary Information please visit link below:**

[**Polk County BoCC Application Page**](https://fa-eqpz-saasfaprod1.fa.ocs.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1/job/560/?utm_medium=jobshare)

**Please Direct Any Questions to:**

**Chris Strait**

**Associate Director, Talent Acquisition**

[**cstrait@ad-vance.com**](mailto:cstrait@ad-vance.com)

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

**MAJOR FUNCTION**

The Employment and Benefits Services Manager is a professional and supervisory position in the human resources (HR) division responsible for assessing, planning, supervising, and directing work in the following areas of responsibilities: recruitment, selection, and hiring; position control, classification and compensation; benefits services; and human resources information system (HRIS)/data management. This position serves as a subject matter expert in these areas and is responsible for developing, implementing, evaluating, and enforcing, legally compliant policies, procedures, and best practices within these areas of responsibility.  This position reports to the Equity and Human Resources Director.

**MAJOR DUTIES AND RESPONSIBILITIES**

* Assists the Equity and Human Resources (EHR) Director with assessing and executing the organization’s human resource and talent strategy, particularly as it relates to current and future needs, recruiting, retention, classification, and compensation.
* Manages the talent acquisition process, which includes recruitment, interviewing, and hiring of qualified job applicants for all positions, and collaborates with division managers to understand and address skills and competencies required for jobs.
* Oversees and ensures pre-employment processes are in place and legally compliant to evaluate and screen candidates, and take appropriate, timely action.
* Responsible for establishing the Polk County BoCC recruitment and retention strategies, and the development and implementation of recruitment initiatives, practices and activities targeted to attract and retain talent at all levels.
* Collaborates with division managers to develop, evaluate, and update job titles, job descriptions, and pay grades as needed, and ensures compliance with BoCC policies/procedures and employment laws, and consistent application across all divisions.
* Responsible for oversight and management of the Oracle Human Capital Management (HCM) and Benefits modules, including maintenance of the job code table and other related HRIS programs.
* Assists with the development and maintenance of the Polk County BoCC Pay Plan
* Develops, researches, analyzes, prepares, and presents hiring statistics.
* Oversees Benefits Services staff and ensures compliance with employment, benefits, and insurance laws, regulations, and requirements.
* Collaborates with the Equity and HR Director to Identify key performance indicators for the organization’s human resource functions; assesses the organizations success and market competitiveness based on these metrics.
* Participates in applicable professional development and networking conferences and events.
* **Supervisory.**Recruits, interviews, hires, trains and supervises HR Employment and Benefits Services staff. Oversees the daily workflow of the assigned staff. Leads and directs Employment and Benefits Services staff, ensuring staff receives ongoing training and development. Provides constructive and timely performance evaluations. Administers discipline and termination of assigned employees in accordance with BoCC policies/procedures. Supervises and coordinates with other professional and technical staff to implement and maintain complex human resource programs involving multifaceted specialized areas and assignments in the aforementioned areas of responsibility.
* **Talent Acquisition and Recruitment**. In addition to filling vacancies, develops and executes an ongoing strategy to find and hire qualified and appropriate candidates for positions that require very specific skillsets. Supervises the HR Analysts. Oversees the preparation of job postings and effective advertising programs with recruiting contractors and personnel; assists in determining the appropriate media for job postings in order to maintain an effective pipeline and network of talent.  Plans and coordinates representation at career fairs, job fairs, and community programs/festivals, including at colleges/universities, high schools, and community events.  Establishes and oversees appropriate internship programs for high school, adult schools, and college students. Manages recruitment/sourcing and temporary employment services vendors’ contracts.  Partner with outside vendor/agencies as necessary to meet the talent needs within the organization.
* **Benefits**. Manages the BoCC benefits programs offered to employees. Supervises the Benefits Supervisor. Oversees the Benefits staffs’ administration of employee and retiree insurance and benefits enrollment, changes, and termination of benefits, i.e., health, dental, vision, Florida Retirement System (FRS) accounts. Ensures benefits data is entered and maintained correctly in the Oracle Cloud Benefits Administration module, and ensures staff receives appropriate training.  Keeps current with federal and state regulations regarding benefits and updates policies/procedures, and ensures staff stays current as well.

Manages the Florida Retirement System (FRS) Pension, Investment Plans and Disability, along with the DROP program for the BoCC. Also provides customer service to retiree population for constitutional offices.

* **Compensation**. Assists the EHR Director with managing the process to ensure the organization's salaries, bonuses, and incentives remain competitive, appropriate, and equitable.  Maintains and updates Polk County BoCC Pay Plan, as directed.
* **Budget/Financial.** Drafts and implements the personnel staffing and operational budget for the HR Employment and Benefits Services cost centers. Provides management oversight to the division's fiscal analyst for the purchasing of division supplies, along with procurement and accounts payable functions. Assists with the reconciliation of expenditures against the division's annual budget.
* **Human Resources Information Systems (HRIS).** Provides guidance to the Information Technology HRIS Analyst for support of the HR divisions’ data technology needs. Collaborates with the HRIS analyst on managing the Oracle system, including researching and resolving HR workflows, data and records issues. Serves as liaison between the Employment and Benefits Services section and the finance and payroll offices.
* **Position Control and Classification.** Manages the continuous and systematic process for data entry, maintenance, and updating the number of positions needed for the organization, as well as the skill and knowledge requirements of those positions and the occupational groupings of positions to carry out the work of the organization. Supervises the Position Control and Classification Specialist.
* **Reception and Customer Service.** Manages the customer service function of the division. Coordinates all front desk duties, including assisting customers, office visitors, answering and redirecting phone calls, HR division emails, and distributing mail and fax correspondence.
* Performs other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

* Knowledge and experience planning and managing a comprehensive recruitment and selection program for diverse occupational groups.
* Demonstrated knowledge of installation and use of on-line recruitment and tracking systems.
* Ability to and demonstrated experience lead and direct staff.
* Knowledge of and experience with varied human resource information systems, including Oracle HCM and Benefits module.
* Demonstrated knowledge of pre-employment assessments, including skills evaluations, drug and background screenings
* Knowledge of laws, regulations, and best practices in employment law, human resources, and talent management.
* Excellent verbal and written communication skills.
* Excellent interpersonal and conflict resolution skills.
* Excellent organizational skills and attention to detail.
* Strong analytical and problem-solving skills.
* Strong supervisory and leadership skills.
* Thorough knowledge of employment-related laws and regulations.
* Proficient with Microsoft Office Suite or related software.
* Ability to make site visits to various division offices, facilities, and field locations.

**MINIMUM REQUIREMENTS**

* Bachelor's degree from an accredited four-year college or university in Human Resources, Business Administration, or related field required.
* At least five years of progressive human resources management experience required, with three years’ current supervisory experience.

**SPECIAL PREFERENCE:**

* Master’s degree in Human Resources, Business Administration, or related field required.
* SHRM-CP or SHRM-SCP, or PHR highly desired.

**This position may be required to report for work when a declaration of emergency has been declared in Polk County.**