



Rick Staly, Sheriff

FLAGLER COUNTY SHERIFF'S OFFICE

"An honor to serve, a duty to protect."

OPEN POSITION ANNOUNCEMENT			
Job Title:	Human Resources Generalist	Posting Date:	October 14 – October 27, 2019
Division:	Leadership Institute Human Resources Section	Supervisor:	Human Resources Director
Shift:	Monday – Friday	Salary:	Depends on Qualifications Minimum \$46,845.62
DUTIES AND RESPONSIBILITIES:			
<ul style="list-style-type: none"> • Highly responsible managerial work in the area of Benefits, Safety, Health and Wellness. • Collects and compiles key HR metrics and data from a variety of sources, including payroll outputs, benefits enrollment records, management and employee surveys, exit interviews, personnel records, government labor statistics, competitors' practices, and other sources. • Analyzes data and statistics for trends and patterns with attention toward benefits enrollment, absenteeism, workers compensation, leave use, motivation and compliance with employment laws and regulations. • Prepares reports of data results, presenting and explaining findings to senior leadership. • Based on metrics and analysis, makes recommendations for policies and activities, including changes to benefits, leave, and compensation offerings. • Review plans and research alternatives for health, wellness, and retirement plans and benefit providers. • Facilitates implementation of new safety and wellness programs, benefits plans, and other related initiatives. • Implements an overall risk management process for the organization. • Ensures various programs (i.e., Random Drug Testing, Family Medical Leave, Light Duty assignments, Emergency Leave donations) are handled effectively and according to policy. • Manages the incident/accident/injury reporting program. Coordinates with affected departments, agents, vendors and insurers as required to ensure the accurate and timely reporting of incidents, accidents, injuries, and other potential liabilities • The position holder will participate in collective bargaining negotiations and consults on other labor-related issues. • Ensures compliance with data privacy regulations and best practices. • Performs other duties as assigned. 			
MINIMUM SELECTION CRITERIA:			
<ul style="list-style-type: none"> • Must have a valid Florida driver's license. • Minimum of 5 years' experience in Human Resource Generalist or Benefits role. Bachelor's Degree in Human Resources, Business Administration, or a related field required. . • Must show capabilities of performing the minimum standards appropriate to this agency. • SHRM Certification preferred (PHR, CP, SCP or SPHR). 			
HOW TO APPLY:			
Any interested and qualified candidates should submit a completed application to HR@flaglersheriff.com .			