

PINELLAS COUNTY SHERIFF'S OFFICE, FL

INVITES YOUR INTEREST IN THE POSITION OF
DIRECTOR OF HUMAN RESOURCES

THE COMMUNITY

Pinellas County is a peninsula on the west central coast of Florida, bordered by the Gulf of Mexico and Tampa Bay. The County has 282 square miles of land and a population of 964,490 full-time residents. It is the most densely populated county in Florida, with 3,420 people per square mile, compared to the average ratio throughout the state, which is 408. Despite this intense urbanization, Pinellas County is home to more than 20,000 acres of parks and preserves. The County seat is Clearwater, and St. Petersburg (approx. pop. 245,000) is the largest city within the county.

Pinellas County is a year-round tourist destination drawing more than 15 million tourists and visitors each year to its 35 miles of worldwide top-ranked beaches, 588 miles of pristine coastline, warm subtropical weather, vibrant communities, and many attractions.

The County has 24 incorporated municipalities with communities that range from small municipal towns like Belleair Beach to large metropolitan cities like St. Petersburg and Clearwater. Pinellas County is home to approximately 35,000 businesses ranging from tourism to health services, manufacturing, and financial services. More than 406,000 people are employed within Pinellas County, and there are nearly 30,000 employer establishments. The median household income is \$56,419.

THE AGENCY

The Pinellas County Sheriff's Office (PCSO) is the largest law enforcement agency in the county, and Sheriff Bob Gualtieri serves proudly as its elected leader. PCSO provides primary law enforcement services to 41 percent of the county's total population. The remaining 59 percent of the population is served by 10 different municipal law enforcement agencies. The PCSO contracts primary law enforcement services with 13 of the 24 incorporated municipalities.

PCSO is responsible for the operation of the Pinellas County Jail, which in 2021 admitted an average of 85 inmates per day. Court security is also within



the PCSO's purview, with bailiffs keeping criminal, civil, and traffic courts secure.

The PCSO is charged with serving all legal processes ordered by the courts or county commissioners, such as warrants, subpoenas, and writs.

PCSO is one of only seven sheriff's offices in the state that contract with the Department of Children and Families to investigate reports of child abuse and neglect that come in through the Florida Abuse Hotline. The Child Protection Investigation Division uses the experience and resources of PCSO combined with available social services to ensure the safety of all children in Pinellas County.

PCSO oversees misdemeanor probation services for the 16,184 active probation cases the county had in 2021 and runs the Sexual Predator and Offender Tracking program, which proactively and aggressively monitors sexual predators and offenders in Pinellas. PCSO provides aviation support for all law enforcement agencies in the county as the only agency with a law enforcement aviation unit.

Nearly 400,000 of the more than 960,000 residents of Pinellas County are directly served by PCSO, including most of the coastal communities in the County. The agency's reach extends even further as it often assists other agencies with such resources as K-9, marine, tactical vehicles, and forensic investigations when needed. PCSO also dispatches for several municipal police departments, including Belleair, Gulfport, Indian Shores, Kenneth City, and Treasure Island. Dedicated to serving the entire county, PCSO is committed to "Leading the Way for a Safer Pinellas."

PCSO has more than 2,800 employees, with close to 850 sworn law enforcement members and 700 sworn detention members. Civilian employees make up the remainder by filling essential and diverse roles such as analysts, mechanics, nurses, forensic investigators, and public relations specialists.

It is PCSO's goal to always act with integrity, promote accountability, and ensure the trust of the community. The agency continually strives for excellence and proudly provides superior services to its citizens.

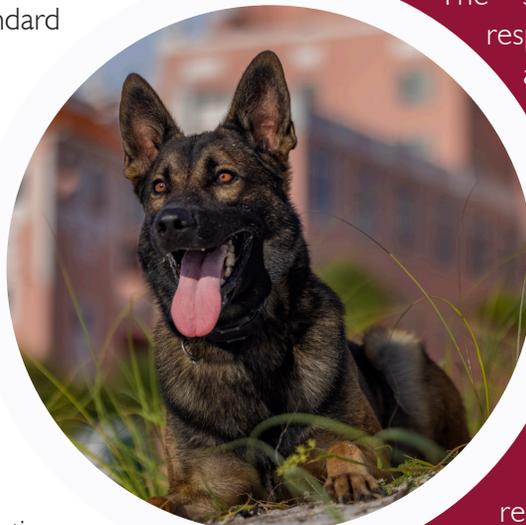
THE POSITION

Under the general supervision of the Chief Deputy, the main focus of the Director of Human Resources is to perform professional administrative and supervisory functions of complex difficulty in the planning, directing, and management of a personnel program within the agency. The incumbent must assume responsibility for independent judgment and initiative for exercising interpretation of the laws and policies in regard to recruitment, selection, placement, classification, compensation, benefits, FMLA, Workers' Compensation, and various other related personnel activities.

PCSO seeks a strategic and innovative leader to serve as the Director of Human Resources. The Director oversees the Human Resources Department, reports to the Chief Deputy, and is an integral member of the Executive Team. The Department of Human Resources has 33 staff members who are responsible for providing support and services to all agency Bureaus and members, including administration of human resources policies and procedures, member relations, performance reviews process, training and development through the Sheriff's Leadership Institute, recruitment, hiring, background checks, workers comp and leave, pay/classification studies, and administration of the self-insured benefit fund.

Duties and responsibilities of the Director of Human Resources include, but are not limited to, the following:

- Responsible for their subordinate employees' welfare and care, individual training in the conduct of their duties and mentoring;
- Reviews subordinate's work performance, conducts open and honest performance counseling, appraisals, and evaluated conditions of performance, initiates corrective action and/or disciplinary action as necessary;
- Ensures subordinates meet agency standards in personal appearance, maintains and accounts for materials and agency equipment as prescribed by Sheriff's Office policy, special or General Orders and Standard Operating Procedures (SOPs);
- Adjusts the strength of the Bureau in accordance with its fluctuating need for efficient service to ensure maximum utilization of personnel and makes recommendations for policy changes to the Chief Deputy and the Sheriff's Office;
- Provides guidance in the implementation and accomplishment of agency division goals;
- Researches and conducts pay classification



surveys to ensure salary and compensation fall within acceptable ranges as compared to similar agencies and job classifications;

- Supervises the creation/storage/maintenance of a variety of records (personnel, medical, training, grievances, commendations, etc.) and prepares and submits required regulatory and specialty reports;
- Provides knowledge of principles, practices, and procedures of Public Personnel Administration;
- Leads workforce and leadership development initiatives;
- Oversees the review, coordination and administration of health insurance benefits (inclusive of dental, prescription, vision, EAP and retirement benefits);
- Assists Bureau Commanders and supervisors to make decisions on various issues within the guidelines of state/federal/agency laws, rules and regulations;
- Participates in Sheriff's Office recruitment and community relations activities as directed;
- Other duties as assigned.

IDEAL CANDIDATE

The selected candidate will be responsible for ensuring proper adherence to all Human Resources rules, laws, and policies, as well as providing guidance to Bureau Commanders on HR related issues and their consequences. Therefore, the Director must have a thorough knowledge of personnel rules, labor laws, acts, and mandates related to Human Resources; industry best practices in employ-

ment, classification, compensation, and benefits; and a thorough understanding of ADA, FMLA, Workers' Compensation, and FLSA.

The successful candidate will be responsible for managing HR systems and operations, including department staff, to provide superior performance and customer service and promote high morale throughout the organization.

The Director develops and manages the department budget in alignment with the goals and objectives of the agency. The Director will develop, promote, and maintain effective relationships with members of the Executive Staff, departments under the County Commissioners, the general public, and other stakeholders. A personable, approachable individual with exceptional interpersonal and communication skills is essential.

Motivating staff, encouraging training and development to achieve both personal and agency goals, and nurturing a culture of excellence throughout the organization is essential. Additionally, the Director will embrace the social importance of law enforcement in the community and articulate this to others.

The successful candidate will be a personable leader who is innovative, creative, and collaborative. The new Director must be outspoken and comfortable participating on the highly collaborative executive leadership team. A solutions-oriented individual able to multi-task in a fast-paced environment is needed. Experience with HR information technology, unions, law enforcement, and working within the public sector is a plus.

Requirements include a bachelor's degree or equivalent with coursework in Human Resources Management, or related field, eight years of relevant experience, and four years of supervisory experience. A combination of education and experience which provides the knowledge, skills, and abilities to perform the primary job duties is acceptable. Experience in law enforcement is preferred. Selected candidate must possess a valid Florida driver's license. This position is considered essential and, in the event of an emergency or natural disaster, will be required to report to work.



COMPENSATION

Starting salary is \$169,950, plus an excellent benefits package. A career with the Pinellas County Sheriff's Office offers: challenge, excitement, variety, teamwork, job satisfaction, opportunities for special assignments, career development, opportunities for promotion and advancement, and excellent salary and benefits.

TO APPLY

If interested in this outstanding opportunity, visit www.srnsearch.com and apply online. The first review of resumes will take place on September 19, 2022; position is open until filled.

Resumes will be screened according to the qualifications outlined above. Screening interviews with the most qualified applicants will be conducted by S. Renée Narloch & Associates to determine a select group of finalist candidates who will be asked to provide references. References will be contacted only following candidate consent. Final interviews will be held with the Pinellas County Sheriff's Office. Candidates will be advised of the status of the recruitment following the selection of the Director of Human Resources.

Questions may be directed to:

S. Renée Narloch & Associates
info@srnsearch.com | 850.391.0000
www.srnsearch.com

The Pinellas County Sheriff's Office is an ADA/EOE/VP employer and is committed to being a drug-free workplace.

