



Orange County Supervisor of Elections

Job Opportunity Announcement

Date: September 1, 2020

Job Title: Human Resources Generalist

Department: Administrative Services

Recruiting Location: Orlando, FL

Position Type: Regular / Full-Time

FLSA Status: Exempt

Salary: Commensurate with experience

Application Deadline: Friday, September 18, 2020 @ 5:00 p.m.

POSITION SUMMARY

The Human Resources Generalist will serve as a resource to staff and management. Responsibilities include recruitment, employees and labor relations, benefits administration, retirement, new hire orientation, records management and other related services.

The Human Resources Generalist reports to the Director of Administrative Services and does not supervise any employees.

SKILLS AND QUALIFICATIONS

REQUIRED:

- Bachelor's degree in Human Resources, Business Administration, or closely related field
- Minimum of three years' experience in Human Resources experience or related work
- Excellent verbal and written communication skills
- Excellent interpersonal and conflict resolution skills
- Excellent organizational skills and attention to detail
- Excellent time management skills, prioritizing tasks with a proven ability to meet deadlines
- Ability to act with integrity, professionalism, and confidentiality
- Thorough knowledge of employment-related laws and regulations
- Proficient with Microsoft Office Suite or related software
- Valid Florida driver license and driving history that meets SOE driving standards

Preferred:

- Bachelor's degree in Human Resources and a PHR Certification (Professional Human Resources) a plus
- Knowledge of payroll system such as ADP Application
- Prior work experience with Benefits and Open Enrollment

POSITION FUNCTIONS AND DUTIES

- Responsible for all aspects of Human Resources function such as post vacancies, track and review applications, coordinate interviews, prepare all new hire documents and conduct new hire orientation
- Liaison with Temporary Agencies to staff for Election season
- Conduct reference checks to include driving records, education, civil and criminal inquires
- Train staff on all internal policies and procedures
- Conduct open enrollment and update employees' benefit changes
- Work with vendors to update employee qualifying events and monitor benefit costs accordingly
- Prepare Family Medical Leave and COBRA documents when required

- Participate in Employee Benefit Coordinators meetings with Orange County Human Resources
- Communicate to staff in a timely manner all changes to Benefits, Retirement and other related Human Resources information
- Report and track all Risk Management incidents to County Third Party Administrator
- Track employee annual reviews; promotions, reclassifications and salary increases
- Track Defensive Driving Training for employees
- Maintain and update employees' information in the Human Resources System and Personnel File
- Prepare Employee Service Award for monthly staff meeting
- Assist the Senior Accounting Specialist with payroll process and generating reports for review
- Assist with preparing reports for annual audit
- Perform all other duties as assigned

WORKING CONDITIONS

The majority of the work is performed indoors in an air-conditioned office seated at a desk facing a computer screen. During election periods there may be periods of standing and lifting of mail trays. Occasionally there may be work indoors and outdoors at voter registration sites and community venues involving the transportation and set-up of equipment and supplies.

This position requires full-time hours Monday through Friday, in addition to extended workdays and weekend work during election events, sometimes with little or no advanced notice.

SPECIAL EQUIPMENT

Must possess working knowledge of office machines, equipment, and tools including, but not limited to: Multi-line phone system, computer, laptops, tablets, scanner, imaging systems, election equipment, printer, facsimile machine, copier, calculator, and company vehicles.

PHYSICAL AND MENTAL DEMANDS

Requirements and Frequency		
Occasional Demands (1-33%)	Frequent Demands (34-66%)	Constant Demands (67-100%)
Reaching	Grasping	Reading and Comprehending
Stooping	Hand-Eye Coordination	Focus for Extending Periods
Bending	Repetitive Wrist Motion	Hearing
Driving	Visual Acuity	Sitting
Pulling	Walking	Oral Communication
Pushing	Lifting and/or Carrying (up to 20 lbs)	Mental Alertness
Lifting and/or Carrying (20 to 30 lbs)		Decision-Making

DISCLAIMER

This is a general overview of the Human Resources Generalist position. The Orange County Supervisor of Elections reserves the right to change, alter or void all or any part of this position overview, at any time, with or without notice.

AT WILL STATEMENT

Employment at the Orange County Supervisor of Elections' Office is on an "at-will" basis. It may be terminated at any time, with or without cause by either the employee or employer. It is not guaranteed, contracted or promised for any length of time. No person other than the Orange County Supervisor of Elections has the authority to alter the at-will status of your employment or to enter into any employment contract with you. The Orange County Supervisor of Elections reserves the right to change, amend or revoke rates of pay, terms and conditions of your employment and job offers at any time.

HOW TO APPLY:

Email application to: recruiter@ocfelections.com

Mail application to:

Orange County Supervisor of Elections

Attention: Human Resources

PO Box 562001

Orlando, FL 32856