

HUMAN RESOURCES DIRECTOR RECRUITMENT PROFILE



ESCAMBIA
C O U N T Y, F L O R I D A



Escambia County, FL

(Population: 305,817)

About Escambia County

As the most northwestern county in the state of Florida, Escambia County stretches north to Alabama and south to the emerald green Gulf of Mexico. The county was established by ordinance as a non-charter government on July 21, 1821 by the Provisional Governor Andrew Jackson. Escambia County covers a total area of approximately 875 square miles, of which just over 662 square miles is land and approximately 213 square miles is water.

Escambia County has grown significantly in the past several decades, increasing its population by about 100,000 residents – from just over 205,000 in 1970 to an estimated 311,000 as of 2015. There are two incorporated municipalities in Escambia County: the city of Pensacola and the town of Century.

Those who live in Escambia County can enjoy every day what draws millions of vacationers here every year: pristine beaches, clear Gulf waters, historic landmarks and museums, world-class restaurants and southern hospitality. Escambia County's high standard of living also comes at a competitive cost, making it an ideal location to call home.

Along with a rich culture, history and natural beauty, Escambia County is known for its temperate climate, allowing year-round access to a variety of outdoor activities.

Miles of trails for hiking and biking, world-class golf and tennis facilities, and countless watersports offer something for all outdoor enthusiasts. Escambia's bays, bayous, rivers and the beautiful Gulf of Mexico offer access to stand up paddleboarding, surfing, kayaking, canoeing, sailing, deep sea fishing, snorkeling and scuba diving. The county is also home to the largest artificial reef in the world – the Oriskany, an 888-foot retired aircraft carrier that provides a stage for viewing whale sharks, amberjacks and reef fish.

In the outlying areas of Escambia County, local family farms provide a picturesque landscape, producing corn, cotton, peanuts and dozens of fresh vegetables. Those looking for an unhurried way of life can find it in one of the county's unique rural communities, where many residents still enjoy a friendly, small-town lifestyle.

Escambia County residents have no shortage of excitement, however, with countless top-notch restaurants, bakeries and coffee shops, local boutiques and live entertainment options. You can start your day with a delicious brunch, relax and soak up some sun on Pensacola Beach and then spend the afternoon exploring historic sites like Fort Pickens or visiting the National Museum of Naval Aviation. End the evening with a performance at the Saenger Theatre in downtown Pensacola, an extensively renovated Spanish baroque-rococo theater built in 1925. For a more modern

twist, the 12,000-seat Pensacola Bay Center hosts a variety of entertainment options ranging from sporting events to internationally-renowned musical acts.

The county seat of Pensacola is the only city in Florida’s Gulf Coast to boast the cultural “big five:” a ballet, opera, symphony, theater and accredited museum of arts – but locals are far from buttoned up. From Mardi Gras to festivals reflecting the area’s diverse heritage, residents celebrate the arts, regional culinary delights, homegrown songwriters and even an annual competitive fish toss across the state line with neighboring Alabama.

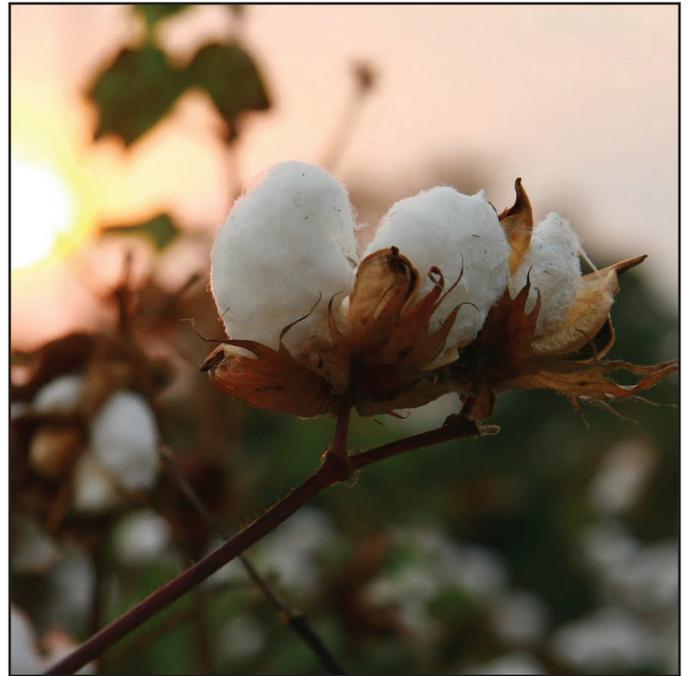
The county is also home to the Blue Angels, officially known as the U.S. Navy Flight Demonstration Squadron, who perform heart-pounding aerial stunts at up to 700 mph. Visitors and residents can watch them perform as they practice from their home base at Naval Air Station Pensacola, or at the annual Pensacola Beach Airshow or homecoming show in November, which attract thousands of tourists each year.

Sports fans can come out and root for one of the town’s home teams, including the new University of West Florida football team. The Pensacola Blue Wahoos, a Double-A affiliate of Major League Baseball’s Cincinnati Reds, play ball in the waterfront, \$40 million, 5,000-seat Community Maritime Park and entertainment complex, while the Southern Professional Hockey League’s Pensacola Ice Flyers skate at the county-owned Pensacola Bay Center.

Escambia and its neighboring counties offer homebuyers a wide range of lifestyle choices, from urban chic to rural peace. Whether you’re interested in a waterfront retreat, a sleek condominium with a view, a historic charmer in town or a rustic farm in the country, you’ll find it in Escambia County.

County Government

Escambia County is committed to providing high levels of service to its residents at the lowest possible cost, in order to minimize taxpayer burden. The board of county commissioners



From top to bottom: Cotton field, Equestrian Center

ESCAMBIA COUNTY BOARD OF COUNTY COMMISSIONERS



From left to right: District 1 Commissioner Jeff Bergosh, District 2 Commissioner Doug Underhill, District 3 Commissioner Lumon May, District 4 Commissioner Grover Robinson IV and District 5 Commissioner Steven Barry.

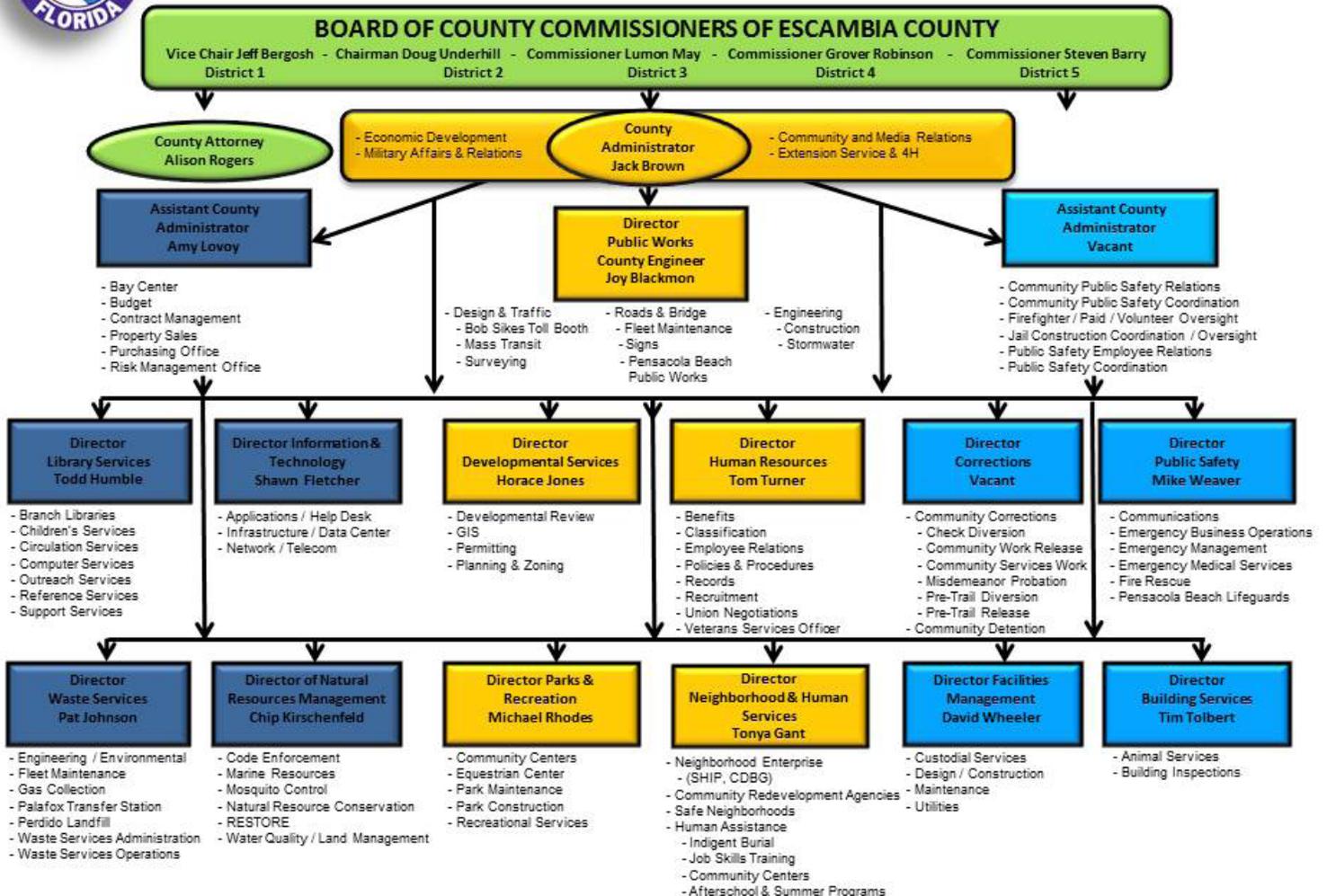
is responsible for adopting an annual budget for all of the board departments and for most functions of the constitutional officers. The board's annual budget process determines the amount of taxes and other revenues that must be raised in order to pay for the services and programs provided to the residents, citizens and visitors of Escambia County. The annual budget serves as the foundation for Escambia County's financial planning and control.

In compliance with Florida state statutes, the county's legislative and policy-making powers are vested with the five-member BOCC. Its members are elected by district to four-year overlapping terms. The chairman presides over the board and is elected by its members annually. Separate powers for operation of specific functions of county government are vested by the Florida Constitution in the five independent constitutional officers: Clerk & Comptroller, Property Appraiser, Sheriff, Supervisor of Elections and Tax Collector. These independent officials are elected county-

wide as public trustees with direct responsibility to every citizen for delivery of services in a manner defined by Florida law.

The BOCC's responsibilities include: passing ordinances and resolutions, creating and adopting the annual budget, levying a property tax on real and personal property, appointing boards and committees and hiring the county administrator and county attorney. The Escambia County Clerk of Court serves as the chief financial officer for the board of county commissioners, acting as accountant, auditor, recorder, the custodian of all county funds and ex-officio clerk to the board.

Except for the county attorney, the county administrator appoints and oversees all non-elected county employees. Functional responsibilities include Community & Media Relations, Budget, Facilities Management, Human Resources, Parks & Recreation, Public Safety, Public Works, Corrections, Neighborhood & Human Services, Extension Services,



Job Requirements

Experience, Knowledge and Education:

Ideally, Escambia County's next Human Resources Director will hold a bachelor's degree in management, psychology, human resources management or another field applicable to human resources management and have six years of experience in human resources, of which five years must be in a supervisory/management position; or any equivalent combination of related training and experience.

The candidate must have knowledge of federal and Florida employment laws, labor relations and the ability to read and understand complicated statutes and regulations.

Examples of Duties

This is a highly responsible professional position requiring an ethical leader skilled in administration and supervision of the Human Resources Department.

- The Escambia County Human Resources Director supervises and coordinates the activities of subordinate employees, including determining work procedures and schedules; issuing instructions and assigning duties; reviewing work; recommending personnel actions; conducting performance reviews; and conducting departmental training and orientation.
- Provides leadership and direction the development of short- and long-range plans; researches, collects, interprets and prepares data for studies, reports and recommendations; coordinates departmental activities with other departments, the county administrator and agencies as needed.
- Enforces human resources policies of Escambia County, labor agreements and applicable state and federal laws.
- Provides technical human resources advice to management and staff; makes presentations to supervisors, boards, commissioners, civic groups and the general public.
- Explains, interprets and provides guidance to employees and management regarding all applicable statutes and policies impacting human resources.
- Researches problems and complaints regarding employment matters.
- Resolves complex and sensitive customer service issues, either personally, by phone or in writing. Maintains records and documents of customer service issues and resolutions.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Performs duties of Americans with Disabilities Act as Amended Coordinator and the County Ethics Officer
- Performs related work as required.



From left to right: Gallery Night on Palafox Street, the Blue Angels, students at the University of West Florida

Necessary Knowledge, Skills and Abilities

The ideal candidate will possess the following:

- Knowledge of federal and Florida employment laws
 - Considerable knowledge in labor relations
 - Skill in applying knowledge of federal and state legal requirements to the employment relationship
 - Ability to build a strong leadership team that is capable of implementing the vision and goals of the county
 - Ability to establish and maintain good working relationships with the county commissioners, county administrator, staff and employees; often in stressful situations
 - Strong leadership and the ability to effect continued improvement and growth within the department
 - Commitment to establish, implement and maintain effective training and evaluation
 - Ability to ensure that the state and county ethics polices are taught and enforced
 - Strong problem solving and conflict resolution skills
 - Ability to read and understand complicated statutes and regulations
- Ability to communicate effectively orally and in writing
 - Ability to effectively supervise and coordinate the activities of subordinate employees, establishing and implementing performance measures, maintaining a healthy and safe working environment
 - Ability to discipline and ensure compliance with standards, conduct performance evaluations, hire and terminate in accordance with policy

Compensation

The expected salary range is \$85,883.20 - \$99,798.40. Benefits are excellent.

How to Apply

Apply at www.myescambia.com/jobs.

Requirements upon Employment

- Successful completion of criminal history background investigation is required prior to employment
- Valid driver's license



12th Avenue tree "tunnel"

Escambia County Human Resources Department

Mission Statement

The Human Resources Department collaborates with county leaders to effectively meet the personnel needs of county employees, as well as external customers. To accomplish this, the department develops and administers programs and services that support the success of the county's mission and contribute to the achievement of the county's goals. The department provides services, innovative HR leadership and operations to county employees and managers in the areas of classification, compensation, training and development, recruitment and placement, employee and labor relations, and employee benefits.

The department also ensures compliance with all applicable employment-related local, state and federal laws and regulations. Additionally, human resources administers the group medical, dental, life, retirement, deferred compensation and cafeteria plan benefits to the Escambia County Board of County Commissioners and other county employees.

Fiscal Year 2014-15 Accomplishments

- The Escambia County Human Resources Benefits Division marketed the county's health insurance.

The process consisted of the creation of a request for proposal, or RFP, and benefit selection committee. The decision was made to move from fully-funded to self-funded continuing with the current healthcare carrier, Florida Blue, resulting in a 14 percent reduction in costs.

- The department transitioned to Efin+ software. Human resources and the Clerk of Court IT staff teamed up to meet the goal of providing all employee information in one system.
- Tasked with transitioning 26 Santa Rosa Island Authority, or SRIA, public works employees and 50 public safety employees to Escambia County employment. The HR staff was present for three days on-site to provide badges, collect new-hire paperwork and discuss policies with employees.
- Established a job-related education assistance program policy to provide a tool for managers and employees to support workforce planning and development. The policy allows departments the ability to reimburse for education expenses.
- Performed a national recruitment process for a corrections director and library director.
- Implemented a process to track intermittent FMLA leave usage. This process will assist employee relations in managing intermittent leave.



Human Resources staff