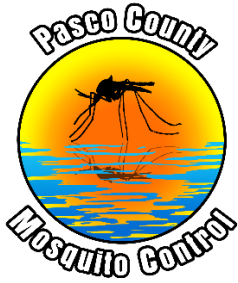


PASCO COUNTY MOSQUITO CONTROL DISTRICT



2308 MARATHON ROAD
ODESSA, FL 33556

TELEPHONE (727) 376-4568
FAX (727) 376-4704

BOARD OF COMMISSIONERS
MATTHEW ABBOTT
RANDY EVANS
MICHAEL COX

ADRIANE ROGERS, DIRECTOR
arogers@pascomosquito.org

JOB OPENING

Human Resource Generalist – The position of Human Resource Generalist is responsible for all aspects of Human Resources and all assigned duties within the Pasco County Mosquito Control District. The position requires involvement in the recruitment and selection of new employees, employee benefits administration and compensation, employee and labor relations, training and development, policy development, and employee performance management.

The Human Resource Generalist maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law. Confidentiality and discretion are key factors when considering candidates for this position.

Employee is expected to work independently of supervision and is required to exercise initiative, discretion, and good judgment in carrying out their duties. Technical advice is available from the Finance Manager and Executive Director as needed.

JOB REQUIREMENTS for Human Resource Generalist

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

- Bachelor's degree in public administration or human resources management, or other related field from an accredited college or university.
- Minimum of two years' work experience in a human resource position or an equivalent combination of education, training and experience that provides the knowledge, skills, and abilities necessary to perform the essential tasks of this position.
- Proficiency in computer operations, file management, and Microsoft Office Suite.
- Advanced knowledge and understanding of health insurance plans to allow for proper selection in coverage that is appropriate for the District.
- Experience in narrative report writing and ability to create training programs as needed.
- Must be detailed oriented and have strong time management, organizational, writing, and teamwork skills.
- Must also possess strong analytical and problem-solving skills.
- Thorough knowledge of employment-related laws and regulations, including but not limited to, federal and Florida employment laws and regulations, Florida unemployment compensation, Florida public records law and federal compliance monitoring.

- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Ability to write policies, procedures, job descriptions, and correspondence.
- Ability to exercise good judgement and make logical decisions.
- Ability to work well under pressure and perform multiple tasks.
- Ability to establish and maintain effective working relationships with employees and the public.
- Legally allowed to work in the United States.
- Successfully pass the Florida DACS Public Health Pest Control Applicators exams (Core and Public Health) and certificate of Notary Public within 6 months of hire date.
- Must be able and willing to work at times outside the regular scheduled workweek to include evenings, weekends, and holidays.

The salary range for the Human Resource Generalist is \$51,563 - \$77,355, commensurate with experience. This is an exempt position, employees with this classification are not eligible for overtime.

Employees of this class shall receive medical benefits and enrollment in the Florida Retirement System.

The Pasco County Mosquito Control District will be accepting applications until a suitable candidate is found. Please send resume and completed application to Mr. Eryn Foster at EFoster@PascoMosquito.org

