

Chief of Personnel

Program/Dept.:	Human Resources / Administrative Services
Classification Title:	Chief of Personnel
Location Options:	Bunnell
Position #:	1701
Annual Salary:	\$80,950.20
Deadline to Apply:	May 22, 2026

Function: Chief of Personnel is a highly professional Human Resources position that reports to the Director of Administrative Services. Examples of duties include:

- Directs human resources operations, including recruitment, employee relations, disciplinary action, classification, compensation & benefits; and makes recommendations for human resources actions.
- Develops short- and long-range plans; oversees implementation of plans to ensure adherence to organizational standards, policies, and procedures.
- Confers with managers and supervisors regarding personnel practices, policies, and HR matters.
- Prepares routine and specialized reports.
- Collaborates in the design & delivery of training for Court Administration personnel. Responsible for identifying and sourcing training options as well as making training recommendations.
- Coordinates investigations and communicates with legal counsel.
- Serves as the ADA Manager throughout the circuit and coordinates the efforts of the ADA team.
- Represents Court Administration when interacting with state & local government funding sources to ensure continuity of court policy requirements for court personnel throughout the circuit.
- Other duties as assigned.

Minimum Requirements: Related college/university education and experience totaling 9 years or more in any combination thereof. Prior management experience required. SHRM-CP preferred.

Knowledge, Skills and Abilities: Knowledge of federal and state HR law and regulations, compensation, benefits, employee relations, HRIS, change management, and workforce planning are imperative. Leadership skills, conflict resolution skills, executive level verbal and written communication skills, and policy development & implementation skills are necessary. Ability to build trust, manage multiple priorities, analyze complex workforce issues and provide solutions, handle sensitive & confidential information, foster an inclusive and high-performance culture. Ability to anticipate workforce needs and address gaps.

This State-funded position is paid monthly & includes the State benefits package. The successful applicant is required to undergo a background check including fingerprinting.



How to Apply

Applications can be submitted through **People First** OR a State of Florida application form can be downloaded from www.circuit7.org and emailed to igonzalet@circuit7.org.

If you are disabled and require an accommodation to participate in the application/ interview process, please contact Israel Gonzalez igonzalet@circuit7.org or 386-313-4561 with as much notice as possible. We will make every effort to accommodate reasonable requests.

The 7th Judicial Circuit Court is an equal opportunity and E-Verify employer.



SEVENTH
JUDICIAL CIRCUIT OF FLORIDA