

Job Title: STATE OF FLORIDA HRIS DIRECTOR - 72002358

**State of Florida HRIS Director
People First Team
State of Florida Department of Management Services
This position is located in Tallahassee, FL**

Position Overview: [Keywords Searched: CTO, HRIS Director, CIO, IT jobs, Chief Technology Officer jobs, ERP jobs, Project Manager jobs]

People First is the State of Florida's online, self-service, secure web-based human resource information system (HRIS), serving more than 1.2 million customers. This secure platform supplies the public-facing job site, and the enterprise-wide suite of human resource (HR) and insurance benefits services. The Director is responsible for developing and delivering the human resource information systems strategy and project portfolio under the leadership and direction of the Department of Management Services. Additionally, this role oversees and is accountable for day-to-day service operations and performance of all platforms.

The Director is a champion of innovation and efficiency; spearheading the design, implementation, and operation of the People First system and using human resource data to identify meaningful trends on the state of in the workforce. Further, the Director will own the data governance processes and work with stakeholders to ensure that our data, systems, and processes are consistent and compliant.

This role is responsible for leading and directing a team of 16 employees and 102 contracted employees at the People First Service Center, as well as managing an annual budget of over \$30 million.

Pay: \$125,000 - \$132,000, commensurate with experience.

Your Specific Responsibilities:

In addition to managing the daily operations of the People First team, the Director can expect to engage in and perform the following:

Provide consultative and technical assistance to staff, management, state agencies, and the public based on a thorough knowledge of the People First system functionality as it relates to state and federal laws, regulations, rules, best practices, and collective bargaining agreements. Responsible for the overall technical leadership in consulting, designing, and implementing HR solutions that impact the enterprise. Ensure the efficient and effective planning and execution of the Division's procurements and contract negotiations.

Research and evaluate innovative solutions and strategies as they relate to human resource information systems. Analyze business and functional requirements of the HRIS by partnering with key stakeholders in Human Resources, Finance, IT, and various business units.

Identify, develop, and deliver human resource data analytics, this includes presenting data in meaningful way that shows clear trends in human resources, including recruitment and retention, employee compensation, and other components of the employee life cycle.

Deliver outstanding administrative support of the People First system reflecting the organization's commitment to customer service, consistent performance, and cost-reduction through greater efficiencies. Maintain knowledge and skills in information technology trends and development as they relate to the goals and objectives of the People First team, the Department of Management Services, and the State of Florida.

Develop and foster partnerships with enterprise partners (e.g., Department of Financial Services), DMS divisions and other entities to maximize the use of resources and to implement the most efficient and effective human resource information system and services for the State of Florida.

Knowledge, Skills, and Abilities:

As the Director, you should possess the following:

- Knowledge of contract management and negotiation principles and practices.
- Knowledge of data privacy issues, laws, and regulations associated with HR operations.

- Sound strategic thinking and strong analytical skills coupled with the ability to execute a plan and allocate resources accordingly.
- Ability to critically analyze complex information and data sets.
- Ability to communicate complex and technical information to stakeholders of various levels.
- Ability to set and communicate goals, establish metrics, measure accomplishments, give appropriate feedback and hold people accountable.
- Demonstrated competency with data analytics and performance metrics.
- Demonstrated ability to lead complex business processes and services effectively.
- Demonstrated success in building and developing a management team, including the assessment of staff abilities, implementation of staff development goals, and the alignment of individual and bureau/unit goals with an organization's goals and objectives.
- Demonstrated understanding of innovative technology and how to leverage it to improve business processes and operational effectiveness, with system migration experience being a plus.

Qualifications:

- Successful service in a senior leadership role over the design, implementation, and operation of an enterprise HRIS, HR Management, or technology project management. Senior leadership experience in the public sector is highly desirable.
- Experience with methodologies related to HRIS, contract and project management of highly technical programs and the allocation of resources within a complex organization balancing multiple priorities.
- Experience with managing third party resources, agency resources, and vendor relationship management.
- A Project Management Professional (PMP) certification or the ability to obtain within the first six months of employment is required.

Preferred Qualifications:

- Completion of a four-year degree from an accredited college or university is required, preferably in business administration, finance, management information systems, human resources, public administration, or related field. An advanced degree is highly desirable.
- A minimum of five years of progressive experience in HR management, HRIS systems or technical project manager role.
- Florida Certified Contract Manager (FCCM) and Negotiator (FCCN) certifications.

Our Organization and Mission:

DMS is a customer-oriented agency responsible for managing the various business and workforce-related functions of state government. Under the direction of Governor Ron DeSantis and DMS' Executive Leadership Team, the agency oversees the real estate, procurement, human resources, group insurance, retirement, technology, telecommunications, private prisons, fleet, and federal property assistance programs utilized throughout Florida's state government. It is against this backdrop that DMS strives to demonstrate its mission, "We serve those who serve Florida." Under the leadership of DMS Secretary Pedro Allende, DMS' employees embody four pillars on a daily basis: lead by example, serve with excellence, create efficiencies, and challenge the status quo.

Special Notes:

DMS is committed to successfully recruiting and onboarding talented and skilled individuals into its workforce. We recognize the extensive training, experience, and transferrable skills that veterans and individuals with disabilities bring to the workforce. Veterans and individuals with disabilities are encouraged to contact our recruiter for guidance and answers to questions through the following provided email addresses:

DMS.Ability@dms.myflorida.com

DMS.Veterans@dms.myflorida.com

An individual with a disability is qualified if he or she satisfies the skills, experience, and other job related requirements for a position and can perform the essential functions of the position with or without reasonable accommodation.

Candidates requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must contact the DMS Human Resources (HR) Office at (850) 488-2707. DMS requests applicants notify HR in advance to allow sufficient time to provide the accommodation.

Successful completion of background screening will be required for this position.