City of Jacksonville

Employee Services

Population:
1,009,833 (No. 10)

Govt Employees:
7,300

Address:
City Hall at St. James
117 West Duval St.
Suite 100
Jacksonville, FL 32202

Phone:
(904) 255-5600

Email:
recruit@coj.net

Capabilities Statement:
Link

Cage Code:
644Y5

UEI Number:
CRZ1A1JTLQB6

DUNS#
12-474-2474

Site:

https://www.jacksonville.gov/departments/employee-services.aspx

Mission:

The Employee Services Department is responsible for personnel hiring and management. The department updates rules and regulations and maintains personnel records, rosters and detailed job descriptions for each position. It administers employee development, training and retraining programs and analyzes compensation, benefits and other issues to help the city stay competitive. The department conducts examinations to determine employee qualifications and helps ensure payroll accuracy. It also administers labor relations and employee benefit programs and is responsible for procuring all employee benefit programs, such as health and life insurance.

Contacts and Stakeholders Information:

Diane Moser - Director

Actsoft Workforce Manager for Gov:

- DHS signed the Authority to Operate (ATO) on Sept 12, 2024
- FPS completed their internal ATO in June 2025
- WFM for Gov passed three (3) Third Party Assessor Organizations (3PAO) Audits, the Initial Audit and two Annual Audits
- WFM for Gov is GovRAMP Authorized