

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## HRIS MANAGER

<b>JOB CODE: 20500</b>	<b>PAY GRADE: 26</b>	<b>PAY RANGE: \$75,468 - \$120,748</b>
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### GENERAL DESCRIPTION

Under the general direction of the Human Resources Director, the primary focus of this position is to perform professional and technical work managing and leading the Human Resources (HR) Information System (HRIS). Serves as Subject Matter Expert (SME) for the system and the HRIS advisor in implementing business processes that streamline and enhance workflows. Demonstrates and applies broad-based knowledge of all operations within HR in order to streamline processes. Develop system configurations and workflow processes to HRIS system as dictated by agency business rules and changes. Provides quality assurance analysis and ensures integrity of HR data. Coordinates and participates in all special projects for the Human Resources Director. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** YES

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Serves as the HRIS leader to plan, develop, test, and implement new and revised HRIS upgrades and enhancements
- Maintains, develops, and modifies system configurations and workflow processes as needed to align with current agency business rules and bureau needs
- Monitors, designs and performs tests on all software and system integrations and troubleshoot technical processes, database content and HRIS reports
- Consults and works collaboratively with functional experts and agency members to develop implementation strategy, taking into consideration bureau specific needs and overall project goals
- Identifies, investigates, and determines technical and procedural problems, issues, and circumstances and conducts remedies for resolution and documents outcomes as needed
- Conducts system audits, verifies accuracy of new or revised HRIS components, methods, or processes; develops and runs audits to ensure accuracy of data entry
- Performs system maintenance and troubleshooting in the processing and/or retrieval of member data in the HRIS
- Designs, develops, and delivers HRIS trainings to agency members as the SME; trains new system users
- Determines and grants appropriate system access and permissions to users; maintains all user accounts and profiles
- Provides HRIS technical assistance and guidance to agency members



- Coordinates, administers and communicates assignments and projects by interacting with members and supervisory staff on a wide range of policies and procedures that relate to and/or affect pay, transfers, promotions, demotions, recruitment, retirements, employee relations, and communications
- Establishes and maintains up-to-date HRIS functional documentation, standard operating procedures, and a comprehensive HRIS reports database.
- Regular and reliable attendance is required as an essential function of the position
- This position may be considered essential and, in the event of an emergency or natural disaster, may be required to report to work
- Participates in Sheriff's Office recruitment and community relations activities as directed
- This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary

## **QUALIFICATIONS**

- Graduation from an accredited college or university with a Bachelor's Degree in Human Resources, Business Administration, Public Administration or related field
- Six (6) years' experience in a Human Resources professional role, including some experience in the development and administration of an HRIS
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Proficiency or knowledge in using a variety of computer software applications such as Microsoft Office (Excel, Word, etc.) and database maintenance and management
- Time management skills to efficiently organize, prioritize, schedule and manage daily work activities, tasks, and special assignments; work is completed independently with the member being able to successfully complete all projects in a timely manner
- Coordinates special projects for bureau and uses data analysis to support and present project outcomes and recommendations
- Knowledge of principles and practices of public human resources administration
- Knowledge of methods and techniques of employee training and principles of course development
- Knowledge and ability to troubleshoot and resolve routine software, hardware and network problems
- Ability to analyze data, exercise sound judgment, prepare reports, and maintain supporting records



- Ability to perform technical computations and analyses, generate reports, and sort and categorize data
- Ability to compile and analyze data and conduct systems testing
- Ability to write effective Standard Operating Procedures
- Ability to maintain a high level of confidentiality
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

## **PHYSICAL ABILITIES**

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 8 hours per day
- Stand up to 1 hour per day
- Walk up to 1 hour per day
- Occasionally lift up to 20 lbs.
- Occasionally bend, squat, reach, kneel and twist