

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



SENIOR HUMAN RESOURCES ANALYST

JOB CODE: 21035	PAY GRADE: 20	PAY RANGE: \$57,593 - \$92,150
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GENERAL DESCRIPTION

Under the general direction of the Human Resources Director, the primary focus of this position is to apply advanced professional principles of human resources in one of the functional areas of the Human Resources Bureau. Areas may include Employment, Position Control, or Human Resources Information Systems(HRIS). Members in this classification participate in the development, implementation, and administration of assigned programs and projects in the functional area. This position exercises considerable initiative and independent judgment in the performance of assigned duties, referring unique or complex situations to an administrative superior for review and advisement. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Maintains agency position control/personnel actions and provides information as required regarding authorized positions, vacancies, and employee data; summarizes, translates, and provides accurate reports
- Partners with internal stakeholders to develop technology solutions that help to streamline and automate Human Resources (HR) processes
- Compiles and completes compensation survey data
- Conducts and compiles information for research projects as needed; to include but not limited to contracts, and Memorandum of Understanding (MOU) for negotiations
- Coordinates mass update transactions in HRIS and verifies accuracy
- Assists or coordinates, dependent on the area of assignment, the addition and removal of Additional Pays
- Performs User Acceptance Testing (UAT) of all system changes, enhancements, and upgrades
- Assists in the maintenance of the Job Library and Compensation plan
- Implements process improvements and promotes proactive approaches using the HRIS
- Handles the maintenance and modification of HRIS components
- Maintains current knowledge of HR operations and activities and applies HR functional knowledge to optimize HRIS support



- Maintains and supports a variety of reports utilizing appropriate reporting tools; assists in development of standard reports for bureau and agency needs; helps maintain data integrity in systems by analyzing data
- Assists in development for HRIS user procedures and documentation, trainings on new processes or functionality, and trains new system users
- Conducts training for end users of HRIS
- Administers performance evaluation program and providing guidance and expert advice to management or to other groups on technical, systems, or process related topics
- Administers benefits, leave of absence (LOA) and workers compensation processes and ensure compliance
- Creates, maintains, and communicates various human resources metrics
- Provides counseling to staff and managers on policies and procedures related to leaves of absence, advising employees on eligibility and status of approved leaves
- Assists with conduct leave training
- 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 Management, Business Administration, Public Administration or related field
- Five (5) years' experience in a Human Resources professional role
- Or equivalent combination of education and experience
- Demonstrated knowledge of HR functional operations and HRIS
- 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
- Analytical thinking and analysis with strong attention to detail
- 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



- Skilled in developing reports using advanced knowledge in Microsoft Office programs, reporting tools, databases and HRIS
- Ability to utilize research techniques and statistical analysis in report preparation, using sound judgment in the interpretation of data gathered
- Ability to communicate effectively both orally and in writing
- 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