

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## HUMAN RESOURCES ANALYST

<b>JOB CODE: 21030</b>	<b>PAY GRADE: 17</b>	<b>PAY RANGE: \$51,636 - \$82,617</b>
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### GENERAL DESCRIPTION

Under the general direction of the HR or HRIS Manager, the primary focus of this position is to apply professional principles of human resources in (1) one of the functional areas of the Human Resources Bureau. Areas may include Position Control, Benefits, or 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. Performs essential Functions and Responsibilities herein according to the area of assignment.

**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;
- Compiles and completes survey data to keep pay plan and step plans current;
- 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 of;
- Coordinates the addition and removal of Additional Pays;
- Assists in the maintenance of the Job Library and Compensation plan;
- Handles the maintenance and modification of HRIS components;
- Maintains current knowledge of HR operations and activities and applies HR functional knowledge to optimize HR information systems 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 System;

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- Administering 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.
- Finds patterns and trends in the analyzed data on leave issues with FMLA, Workers Compensation, and light duty.
- Create, maintain and communicate metrics on leaves and highlight trends.
- Act as liaison with Workers Compensation carrier ensuring timely case management and approval.
- Ensure compliance with FMLA and as well as with all other medical, personal and military leaves.
- Provide counseling to staff and managers on policies and procedures related to leaves of absence, advising employees on eligibility on status of approved leaves
- Assists with conduct leave training
- Performs other duties as assigned
- Participate in Sheriff's Office recruitment and community relations activities as directed

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 work.

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 AND.
- Two years' experience in a Human Resources professional role.
- Or equivalent combination of education and experience.
- Demonstrated knowledge of HR functional operations and HR information systems.
- 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.).
- 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 incumbent being able to successfully complete all projects in a timely manner.
- Skill 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, or twist