HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Senior Application Systems Administrator

Job Code: U8815
Pay Grade: UJ
Pay Scale: $99,903.24-$149,854.86 Annually
Exempt: Yes

OVERVIEW

This is an advanced tier support senior position. Duties include troubleshooting, installing, testing, and deploying systems as well as ensuring compliance with security and audit requirements. Analyzing application configurations, business processes, workflows, and data to understand user issues and requirements is also expected.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Work effectively with other support team members and information technology (IT) staff in ongoing design, testing, and support of business application system needs.
- Collaborate with Workday Administrators, Report developers, and Integration developers to help provide security solutions for the Workday HCM and Financials platform.
- Work with functional areas to analyze, research, debug and resolve production related issues within the Workday suite of modules.
- Provide responsible technical and professional assistance to functional areas by troubleshooting day-to-day software, hardware, databases, and related application issues.
- Perform as project manager coordinating implementation planning and documentation.
- Implement IT Workday Security and Tenant Management related solutions to address business needs.
- Manage Workday integration system users along with the relevant segmented security for new integrations.
- Assist in the coordination for development and installation of automated management systems.
- Utilize resources (e.g., team, development staff, vendors, consultants) to effectively bring hardware related solutions to completion (e.g., meeting milestones, benchmarks, go live/go live support activities).
- Develop and maintain a comprehensive library of support staff documentation.
- Lead the design, build, and support testing of Workday integration code base including Studio, EIB, and supporting 3rd party coding.
- Work effectively with end users to perform thorough analysis defining business operations and procedures to efficiently increase productivity.
- Produce comprehensive documents outlining user specifications, business processes, functional specifications, and system recommendations.
- Utilize system tools, time, and resources effectively, and provide timely status reports to management.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Working knowledge of the full Workday integration development life cycle that includes

requirements gathering, design, build, test, deploy, and maintain.
- Working knowledge of individual and team workflow management.
- Working knowledge of development and management of individual and team proposed enhancement methods to include introduction or revision of automated systems.
- Knowledge of Microsoft SQL 2012+ T-SQL scripting including development and support of Queries, Views, Functions, and Procedures.
- Knowledge of Windows Server 2012+ including basic administration involving Active Directory.
- Knowledge of a variety of web technologies (e.g., IIS 8+, Websphere, Apache HTTP server, Tomcat).
- Ability to take ownership of an aspect or task on a project with little to no assistance.
- Ability to mentor team members.
- Demonstrated high-level of emotional intelligence understanding and practice.
- Proven track record of influencing group discussions and steering conversations to positive conclusions.
- Proven track record of submitting viable solutions to discovered problems.

SKILLS

- Law Enforcement
- Records Management Software
- Application Servers
- Computer Aided Dispatch (CAD)
- Database Management

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Three years paid support specialist, business systems analyst, and/or systems administrator in the technical support, implementation, maintenance, troubleshooting and evaluation of business.

OR

- An associate degree from an accredited institution of higher education.
- Two years paid support specialist, business systems analyst, and/or systems administrator in the technical support, implementation, maintenance, troubleshooting and evaluation of business.

OR

- A bachelor’s degree from an accredited institution of higher education with a major in computer science, information systems, accounting, statistics, or a related field.
- One year of paid support specialist, business systems analyst, and/or systems administrator in the technical support, implementation, maintenance, troubleshooting and evaluation of business.

OR

- Five years of experience in a Hillsborough County Sheriff's Office Information Services Division position.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.

PREFERRED QUALIFICATIONS

- Certified Workday Pro – Security.
- Certified Workday Pro – Integration Administration.
- Certified Workday Pro – Prism Analytics.
- One or more Microsoft Certified Systems Expert (MCSE) Data Platform, Business Intelligence, and/or Server Infrastructure certification(s).
- Experience with testing environments (e.g., unit, functional, integration, regression, and acceptance testing).
- SQL Server Database Administrator experience utilizing SQL 2012+; performing database and user security; performance tuning; maintenance plans, installations, and database backup and restoration.
- Experience with public safety and/or law enforcement environments.
- Working knowledge of Workday report development
- Working knowledge of Microsoft .Net framework including C# or VB.Net and ASP.Net.
- Working knowledge of Python.
- Knowledge of disaster recovery planning and execution.
- Knowledge of server hardware and capacity planning within virtual environments.