HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Human Resource Analyst

Job Code: W1302
Pay Grade: WM
Pay Scale: $27.92-$52.08 Hourly; $58,073.60-$108,326.40 Annually
Exempt: No

OVERVIEW

Perform professional human resources (HR) work to support the administration and delivery of HR programs and services within an assigned functional area.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Assist with the coordination, implementation, and administration of HR programs, policies, services, and daily operational activities.
- Deliver HR related orientation and training programs related to new hires, open enrollment, performance reviews, and separations/retirement.
- Ensure established policies and procedures are followed in accordance with county, state, and federal standards, guidelines, and regulations.
- Respond to internal and external inquiries and requests related to HR programs, services, policies, and procedures.
- Maintain records, create and maintain reports, and enter data into HR systems to track work, support reporting, audits, analysis, and decision-making processes.
- May supervise, coach, and evaluate assigned staff; assign work, set priorities, and provide training to promote consistency and accuracy; provide ongoing feedback and initiate corrective action, up to and including dismissal.
- Employee Benefits
- Supervise staff supporting the administration and delivery of employee and retiree benefits programs and services.
- Administer employee and retiree benefits programs, including benefit enrollments and changes, retiree benefit administration, Medicare coordination, Affordable Care Act (ACA) reporting, and annual open enrollment.
- Manage benefits system administration in Workday, including maintaining benefits information, monitoring system updates, and resolving benefits data and enrollment issues.
- Coordinate benefits communications and activities, including retiree communications, benefits reference materials, audit support, and other benefit-related projects.
- Compliance
- Create and maintain Human Capital Management (HCM) reference materials, organizational charts, internal HR resources, and business process documentation.
- Coordinate education partnership initiatives, maintain relationships with accredited educational institutions, manage education resource information, and support employee education, tuition assistance, and wellness programs.
- Support HR compliance and organizational initiatives; audit required labor law postings, maintain continuity of operations (COOP) workforce data, and participate in agency recognition initiatives.
- Talent and Performance
- Manage performance and disciplinary processes in Workday; administer performance

reviews, monitor review status, process Performance Improvement Plans (PIPs) and observation/coaching approvals, and maintain disciplinary action records.
- Review employee allowances, reimbursements, and special payments.
- Maintain and approve employee designations, certifications, and professional records.
- Position Control
- Review and process position and job changes, including transfers, promotions, demotions, reclassifications.
- Review, process, and complete reclassifications of vacant positions, reorganizations, and cost center updates to maintain accurate position control data.
- Track agency vacancies and audit position control reports.
- Retirement
- Serve as the primary liaison with the Florida Retirement System (FRS); maintain knowledge of FRS processes and requirements, verify FRS eligibility for new hires, prepare retirement estimates and required documentation, complete retirement processing activities, and coordinate required notifications with FRS.
- Review and validate separations, confirm retirement eligibility, and review eligibility for firearm retention benefits.
- Coordinate the monthly retiree health insurance stipend process; review documentation, verify eligibility, create Workday payment requests, and communicate updates and retroactive adjustments to Financial Services.
- Conduct employee retirement meetings, new hire orientation presentations, and informational events to provide guidance on retirement programs, benefits, and FRS processes.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Knowledge of the principles and practices of public HR administration.
- Knowledge of HR processes and transactions associated with assigned functional area.
- Knowledge of federal, state, and local laws and regulations and agency policies affecting HR management.
- Ability to conduct research, collect, and interpret data and compile statistical reports.
- Ability to interpret and apply HR rules, regulations, and laws.
- Ability to schedule, coordinate, and conduct training activities.
- Ability to communicate effectively, both orally and in writing.
- Ability to work effectively with others.
- Ability to use a computer and related software.

SKILLS

- Workday HCM
- Compensation Analysis
- Human Resources Policies
- Training Documents
- Communicating for Results
- Human Resource Information Systems (HRIS)
- Software Proficiency
- Benefits Administration
- Data Reporting
- Professional Etiquette
- Data Analysis
- Proactive Behavior
- Critical Thinking
- Maintaining Composure

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.
- Two years of para-professional level human resource experience.

OR

- An associate's degree from an accredited institution of higher education.
- One year of para-professional level human resource experience.

OR

- A bachelor's degree from an accredited institution of higher education with a major in HR management (administration), business management, public administration, or social or behavioral science.

REQUIRED PRE-EMPLOYMENT TESTING

- Completion of pre-employment testing.

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.