HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Senior Human Resource Assistant

Job Code: W1307
Pay Grade: WK
Pay Scale: $23.52-$35.97 Hourly; $48,921.60-$74,817.60 Annually
Exempt: No

OVERVIEW

Perform para-professional human resources support and/or supervisory duties in one or more areas of a human resource (HR) program.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Prepare, review, and distribute HR-related correspondence and communications, including letters, memos, and emails, and provide information and guidance on HR policies, procedures, guidelines, forms, and formats to support HR activities and services.
- Establish, audit, and maintain human resources files, records, and associated systems to ensure accurate documentation and compliance with applicable records management policies and procedures.
- Review and audit work completed by to ensure accuracy and completeness and provide guidance or corrective direction.
- Oversee and assist submitting areas with HR-related changes.
- Process complex transactions related to an assigned HR functional area.
- Respond to inquiries concerning HR programs, interpret basic policies and procedures, and provide information to support problem resolution.
- Compile and analyze routine HR data, such as reports, charts, and spreadsheets, to facilitate administrative decision-making.
- May supervise clerical or entry-level HR support staff.
- Assist with employee benefits enrollment activities, including conducting benefits orientations, resignation out-processing, annual open enrollment activities, and reviewing benefit elections and changes for eligibility and required documentation.
- Research and resolve employee benefits issues involving eligibility, coverage, claims, deductions, dependent coverage, plan limitations, enrollment errors, billing discrepancies, and carrier requirements.
- Conduct benefits-related audits and reviews to identify missing or duplicate elections, incorrect deductions, eligibility discrepancies, enrollment errors, and other inconsistencies across HR systems.
- Coordinate with cross-functional teams to facilitate benefits-related communications, reporting, inquiries, and issue resolution, and provide information and support related to benefit programs and services.
- Review and manage applications for sworn positions from submission through final review, maintaining contact with candidates to ensure documentation is complete and staying current on state (FDLE) hiring guidelines, before referring files for background investigation.
- Schedule oral boards and coordinate recruitment outreach, including job fairs and walk-in inquiries about agency careers.
- Provide administrative support, including answering the main line, managing inventory and purchasing recruiting items.

- Assist with job fairs when needed/ discuss HCSO careers with walk-in visitors.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Working knowledge of general office policies, procedures, and practices.
- Working knowledge of the principles, practices, and procedures of administration including County human resources law and rules.
- Working knowledge of English grammar, punctuation and spelling.
- Ability to work effectively with others.
- Ability to follow oral and written instructions.
- Ability to communicate effectively, both orally and in writing.
- Ability to perform accurate computations and verify data.
- Ability to use a computer and related software.
- Ability to evaluate applicant's information to determine qualifications.
- Ability to evaluate and complete personnel action requests to determine appropriateness of action and if action will achieve the desired organizational/staffing change.
- Ability to type.
- Ability to supervise others.

SKILLS

- Documentations
- Verbal Communications
- Benefits Administration
- Project Management
- Human Resources Policies
- Human Resources (HR) Data
- Written Communication
- Confidentiality
- Time Management
- Accountability
- Organizing
- Human Resources Assistance

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 human resources support duties equivalent to HR assistant.

OR

- An associate’s degree from an accredited institution of higher education.
- One year of human resources support duties equivalent to HR assistant.

OR

- A bachelor’s degree from an accredited institution of higher education.

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.