HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Workday HCM Specialist

Job Code: W8758
Pay Grade: WM
Pay Scale: $27.92-$52.08 Hourly; $58,073.60-$108,326.40 Annually
Exempt: No

OVERVIEW

Assist with the configuration, testing, implementation, and ongoing administration of the Workday Human Capital Management (HCM) system.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Provide system administration, including business process configuration, reporting development, end-user training, and data management.
- Troubleshoot system issues, provide user support, and conduct training sessions.
- Ensure data integrity and compliance through audits, reconciliation, and quality checks.
- Collaborate with cross-functional teams to align system functionality with operational needs, and coordinate security access-related needs.
- Participate in system lifecycle activities, including requirements gathering, testing, documentation, training, and deployment of updates.
- Develop and maintain reports, and analytics to support decision-making.
- Communicate with vendors or consultants to support system updates and issue resolution.
- Stay informed on Workday releases and human resources information system (HRIS) best practices, recommending improvements.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Strong understanding of Human Resources (HR) processes and practices in the public sector.
- Proficiency in report writing and analytics within Workday.
- Ability to take ownership of an aspect or task on a project with little to no assistance.
- Ability to translate business requirements into system configurations.
- Ability to maintain a detail-oriented focus on data accuracy and quality.
- Ability to troubleshoot system issues effectively with an understanding of the unique challenges of the public sector.
- Ability to handle multiple tasks and prioritize effectively in a fast-paced environment.
- Ability to work independently and as part of a team.
- Ability to handle confidential information.

SKILLS

- Customer Service Awareness
- Workday HCM
- Human Resource Information Systems (HRIS)
- Quality Assurance Testing
- Detail-Oriented

- Human Resources (HR)
- Compliance Awareness
- Security Awareness
- Employee Data Management
- Problem Solving

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 GED certificate.
- Three years of experience supporting or administering HRIS or enterprise resource planning (ERP) platforms, including gathering requirements, configuring, testing, and maintaining system modules, business processes, and reporting tools.

OR

- An associate degree from an accredited institution of higher education with a major in Information Technology, Human Resources, Business Administration, or a related field.
- Two years of experience supporting or administering HRIS or ERP platforms, including gathering requirements, configuring, testing, and maintaining system modules, business processes, and reporting tools.

OR

- A bachelor’s degree from an accredited institution of higher education with a major in Information Technology, HR, Business Administration, or a related field.
- One year of experience supporting or administering HRIS or ERP platforms, including gathering requirements, configuring, testing, and maintaining system modules, business processes, and reporting tools.

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.

PREFERRED QUALIFICATIONS

- Completion of the following Workday foundation training courses: Business Process for Administrators (Business Process Fundamentals), HCM Core for Administrators (HCM Fundamentals), Compensation for Administrators (Compensation Fundamentals), Talent for Administrators (Talent Fundamentals), Benefits for Administrators (Benefits Fundamentals), Recruiting for Administrators (Recruiting Fundamentals), and Advanced Workday Reporting for HCM (Advanced Reporting and Analytics & Report Writer).
- Experience working in a public sector environment.
- Experience with Workday configuration and administration.
- Experience with system troubleshooting and problem-solving.
- Experience with providing end-user support and training.