

**Job Code:** W1302  
**Pay Grade:** WM  
**Pay Scale:** \$26.46-\$40.53 Hourly; \$55,036.80-\$84,302.40 Annually  
**Exempt:** No

## OVERVIEW

Perform entry-level professional human resources work in one or more major areas of a human resource (HR) management program.

## DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Assist with the coordination and implementation of programs and policies of an assigned HR functional area.
- Deliver training programs related to an assigned HR functional area.
- Assist with the completion of daily operational activities for assigned HR functional area.
- Ensure that established policies and procedures are followed in accordance with assigned HR functional area standards, guidelines, and protocols at county, state, and federal levels.
- Operate as a HR professional assisting with the administration of all aspects of HR programs for an assigned functional area.
- Respond to inquiries and requests related to an assigned HR functional area.
- Maintain records and input data into systems to control and track work and support the analysis and decision-making process.
- 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

- Data Reporting
- Human Resources Policies
- Proactive Behavior
- Compensation Analysis
- Software Proficiency
- Data Analysis
- Workday HCM
- Human Resource Information Systems (HRIS)
- Maintaining Composure

- Communicating for Results
- Professional Etiquette
- Critical Thinking
- Training Documents

## **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.