HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Human Resource Compliance Specialist

Job Code: W1318
Pay Grade: WQ
Pay Scale: $33.75-$51.90 Hourly; $70,200.00-$107,952.00 Annually
Exempt: No

OVERVIEW

Conduct human resources research studies, primarily, to support the development and maintenance of job profiles and compensation.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Plan and conduct job analysis studies; interview job incumbents, managers, and department heads; design and analyze task and knowledge, skills, abilities, and other characteristics (KSAOs) questionnaires; and create/update job profiles, job codes, and job descriptions.
- Conduct and/or assist with classification and reclassification evaluations to determine classification, exempt or non-exempt status, and salary.
- Ensure compliance with federal and state laws including reporting requirements; respond to federal and state agency (e.g., Equal Employment Opportunity Commission (EEOC), Department of Justice (DOJ), Florida Department of Law Enforcement (FDLE)) surveys; and information requests.
- Provide reports on a periodic basis to assist in monitoring nondiscriminatory practices (e.g., compliance review self-audits, DOJ/EEOC reporting, agency demographics).
- Provide advice on the resolution of classification and salary inquiries.
- Create and conduct Sheriff's Office salary surveys, analyze responses, and provide summary information and recommendations.
- Maintain the Sheriff's Office compensation grades and job code report/pay scales.
- Conduct research regarding different human resource related topics (e.g., position benchmarking, vendors, testing), and provide summary information and recommendations where appropriate.
- Act as Enterprise Resource Planning (ERP) system Subject Matter Expert (SME) answering questions regarding human resource modules.
- Act as project lead facilitating coordination and execution of key human resource projects with stakeholders and vendors (e.g., testing).
- Create reports to assist in management chain decision making providing recommendations where appropriate.
- Train employees on various system utilization theory and/or functionality (e.g., Excel, Workday Human Resource modules, testing software).
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Considerable knowledge of the principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- Considerable knowledge of the American Psychological Association (APA) Standards for

Educational and Psychological Testing.
- Considerable knowledge of descriptive and correlation statistical analysis procedures used in psychometrics.
- Considerable knowledge of individual performance evaluation methods.
- Considerable knowledge of test security.
- Working knowledge of the current principles, practices, methods, and procedures used in job performance evaluation, adult learning and training, and organizational surveying.
- Working knowledge of the principles and practices of management.
- Ability to write effective multiple choice examination items.
- Ability to communicate technical information to non-technical audiences.
- Ability to design training and rating plans for all types of jobs.
- Ability to design job applications to solicit job-specific information from applicants.
- Ability to write job task and knowledge, skills, abilities, and other characteristics statements.
- Ability to plan, organize, and conduct projects spanning several months.
- Ability to prioritize work.
- Ability to schedule, coordinate, and conduct training activities.
- Ability to proof own work.
- Ability to use initiative and exercise sound judgment.
- Ability to use a computer and related software.
- Ability to work effectively with others.
- Ability to communicate effectively, both orally and in writing.
- Ability to prepare clear and concise narrative and statistical reports.
- Ability to complete assignments and projects in an efficient and timely manner.

SKILLS

- Job Description Development
- Job Market Analysis
- Labor and Employment Law
- Project Management
- Compliance Reporting
- Salary Surveys
- Confidentiality

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).
- May be required to visit incumbent job sites to visually monitor work/working conditions.
- 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 bachelor’s degree from an accredited institution of higher education with a major in human resources, business administration, psychology, or closely related field.
- Two years of experience in job analysis, equal opportunity administration, compensation administration and/or enterprise resource planning (ERP) software.

OR

- A master's degree from an accredited institution of higher education in a human resources, industrial/organizational psychology, business administration field or closely related field.

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

- Extensive experience conducting job task analysis and maintaining job descriptions.
- Workday configuration experience in Human Capital Management (HCM), Compensation, Talent, Performance, Recruiting, Benefits, and/or Reporting.
- Completion of any of the following Workday training courses: HCM Fundamentals, Compensation Fundamentals, Benefits Fundamentals, Talent Management, Performance Enablement, Recruiting Fundamentals, Business Process Fundamentals, Advanced Reporting and Analytics, and Calculated Fields.