



Seminole County Sheriff's Office

HUMAN RESOURCES ANALYST

Class Spec Code: 1070

Established Date: 10/14/2020

Last Revised Date: 03/28/2023

Effective: 03/28/2023

Salary Range

\$21.97 - \$32.96 Hourly

Bargaining Unit

N/A

EEO

EEO4-Professionals

Occupational Group

N/A

FLSA

Non-Exempt

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

Yes

General Description

Specialized work in support of the recruitment, applicant intake, and maintenance of employee personnel files within the Human Resources Division. Work is reviewed through observation and results obtained. Specific job duties determined by assignment.

Typical Duties

Note: Listed functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.

Prepares criminal background investigations and assimilates information from multiple sources into a comprehensive package.

Assembles, compiles, and presents data and reports including Roster. Assembles

statistical information as required.

Collects, compiles, and distributes information from CAFÉ, DAVID, NCIC/FCIC, FINDER and other local databases as required.

Conducts Applicant file reviews as required. Coordinates the retrieval, purging and storage of division records.

Maintains FALCON fingerprint database and assists with fingerprinting as needed.

Prepares onboarding documents via NEOGOV and additional paperwork to new hires.

Assists with coordinating employee workers' compensation program. Assists with scheduling employees for treatment and prepares documentation as required. Assists with coordinating light duty work programs with division managers.

Serve as backup liaison between members or retirees and agency group benefits carriers to resolve claims problems or questions.

Maintains database for Civil Service Board, enters and retrieves information as needed. Prepares minutes of meetings and attends meetings as required.

May act as a liaison for the agency or division; may serve as an active participant in recruitment events.

Comply with all federal, state, and local laws, regulations and policies that govern Human Resources.

Serves as a backup to the Senior Human Resource Analyst.

Performs other duties as assigned or as may be necessary in the efficient and effective performance of the position functions.

Minimum Qualifications

- Bachelor's Degree
- Three (3) years' experience in a personnel office environment
- Consideration may be given to equivalent combination of related training, education and experience
- Ability to type at prescribed rate of speed of 30 wpm
- Ability to become NCIC/FCIC certified within six (6) months
- Must possess and maintain a valid Florida Driver's License

Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Knowledge of business English, spelling, punctuation, and modern office practices and procedures; of Microsoft Office applications.

Considerable ability to work independently to achieve accurate and timely results.

Ability to maintain detailed accurate records and effective filing systems; to communicate effectively with Departments/Divisions, outside agencies, and the general public.

WORKING CONDITIONS

The work environment is generally in an office atmosphere. Work is generally performed during normal business hours although some overtime may be required.

PHYSICAL ATTRIBUTES REQUIREMENTS

Mobility-Mostly sedentary work but some standing and walking; constant use of a computer

Visual-Constant overall vision; constant eye-hand coordination; frequent reading/close-up work

Dexterity-Frequent repetitive motion and reaching

Emotional/Psychological- Frequent public contact; decision-making and concentration

Special Requirements- Ability to behave respectably and with utmost integrity even when off duty. May be required to respond for any critical incident, manmade or natural. Some assignments may require working weekends, nights, and/or occasional overtime