



## Seminole County Sheriff's Office

### SR HUMAN RESOURCES ANALYST

Class Spec Code: 1080

Established Date: 10/15/2020

Last Revised Date: 11/18/2022

Effective: 11/18/2022

#### Salary Range

\$24.17 - \$36.26 Hourly

#### Bargaining Unit

N/A

#### EEO

EEO4-Professionals

#### Occupational Group

N/A

#### FLSA

Non-Exempt

#### Benefit Code

FT BENEFITS

#### Physical Class

DTME

#### Classified Service

No

#### General Description

Under the general supervision of the Human Resources Manager, the primary focus of this position is to provide professional bureau level oversight of benefits, compensation, performance evaluations, employment, and specialized projects. Work is reviewed through observation and results obtained. Specific job duties determined by assignment.

#### Typical Duties

***Note: Listed functions, duties, responsibilities and skills are 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.***

Coordinates employee workers' compensation program. Schedules employees for treatment and prepares documentation as required. Prepares biweekly status reports. Coordinates light

duty work programs with division managers.

Respond to all incoming/outgoing phone calls and visits to/from applicants, members and retirees, answering inquiries or redirecting as appropriate.

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

Provide pre-leave counseling regarding eligibility, leave approval process, financial obligations, and return to work requirements.

Review and analyze leave correspondence and determine appropriate action; process leave requests and update existing records.

Communicate approvals, denials, leave extensions, return to work plans and other important information regarding the leave to the member, timekeeper and supervisors/managers in a timely manner to ensure efficient payroll processing.

Completes timesheets and additional managerial responsibilities when Human Resource Manager is away.

### **Minimum Qualifications**

- Bachelor's degree in Human Resources or related field
- Three (3) years' experience in a personnel office environment with specific emphasis on benefits administration
- Consideration may be given to equivalent combination of related training, education

and experience

- Ability to type at prescribed rate of speed
- 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.

Proficiency or knowledge in using a variety of computer software applications such as Microsoft Office (Excel, Word, etc.). Time management skills to efficiently organize, prioritize, schedule and manage daily work activities, tasks, and special assignments; work is completed independently with the incumbent being able to successfully complete all projects in a timely manner.

Ability to utilize research techniques and statistical analysis in report preparation, using sound judgment in the interpretation of data gathered. Ability to maintain a high level of confidentiality. Extensive knowledge of health insurance and workers' compensation programs.

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

Ability to maintain detailed accurate records and effective filing systems.

Ability to communicate effectively with Departments/Divisions, outside agencies, and the general public.

### **WORKING CONDITIONS**

The work environment is generally in an office atmosphere. The incumbent performs most illustrative duties in a sedentary position. 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