



Pasco Sheriff's Office  
POSITION DESCRIPTION



**Job Code:** 426  
**Class Title:** Human Resources Specialist - Onboarding  
**Retirement Class Code:** HA- Regular Risk  
**Type of Position:** Civilian  
**Pay Grade:** H40

---

1. **Workweek:** Full-Time (80 hours bi-weekly)
2. **FLSA:** Non-Exempt from overtime
3. **EEO Category:** 06 (Administrative Support)
4. **Department:** Human Resources
5. **Section/Org Code:** Compensation; Org. Code 8810
6. **Location:** New Port Richey

---

**7. Job Summary:** This position is a highly responsible, administrative civilian position involving oversight of applicant online and internal transfer requests. This position will be responsible for contractor and volunteer applicant backgrounds, and may be required to assist onboarding analysts for preliminary employment background investigations. Ordering office supplies for the department and processing check requests and purchase orders. The incumbent must exercise independent judgment and have the ability to understand and apply knowledge of agency policy, relating to the onboarding of new members.

**8. Working conditions:** Works in a standard office environment. Occasional travel to other locations within the county and outside, as required.

**9. Position reports to:** Human Resources Assistant Director

**10. Position directly supervises:** None

---

**11. Education and Experience:** High School Diploma, two or more years' experience performing human resources related duties required, in a public-sector environment preferred. Experience operating a personal computer along with various Microsoft software to include but not limited to excel, power point and office XP **required**. Associates Degree from an accredited college, or two years related experience in Human Resources, Finance, and Administration, preferred. This position must maintain a Valid Florida Driver's License at all times. Unescorted CJIS clearance as authorized by FDLE is required.

---

**12. Illustrative duties and responsibilities:**

**70% DUTY AREAS - Illustrative Tasks:** Applicant online review to ensure applicants meet minimum requirements and veteran's preference as applicable, liaison to all divisions to provide applications. Member is responsible for closing out applicant file and notification for FALCON compliance. Process volunteer and contractor background applications, conduct fingerprinting and create access cards. Jobs postings for internal posting and external sites. Order office supplies and process check requests and purchase orders. Provide support, daily scanning and filing documents for active and inactive personnel files

**20% DUTY AREA – ADMINISTRATIVE: Illustrative Tasks:** Administrative duties to include distribute general correspondence, use computer systems, collate, and maintain various files, and maintain equipment. Assist members in various aspects of human resources, and access card changes. Assist with incoming/outgoing phone calls and visits from members, answering inquiries or redirecting as appropriate. Works with considerable latitude under the general direction of the Human Resources Assistant Director.

The Pasco Sheriff's Office is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Pasco Sheriff's Office will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Revised September 2023

THE PASCO SHERIFF'S OFFICE IS A DRUG-FREE WORKPLACE



Pasco Sheriff's Office  
POSITION DESCRIPTION



**10% DUTY AREA – GENERAL: Illustrative Tasks:** Assist in coordinating all facets of Human Resources onboarding functions, recommends procedural changes/improvement, and performs other duties as needed. Notarize documents for members as needed.

---

**13. Associated knowledge, skills and abilities:**

**Knowledge of:**

- Maintenance/knowledge of General Orders/Policy/Procedure manuals
- Computer/software/office equipment skills/business and technical equipment
- Personnel program functions
- Human Resources Information System

**Skilled in:**

- Handling confidential and sensitive information
- Relate well to the public
- Organizing, tracking, and maintaining information, data, materials, etc.
- Task organization and time management
- Interacting positively and effectively with staff of all levels
- Time Management

**Ability to:**

- Ability to clearly speak, understand, read, and legibly write English
- Communicate effectively
- Possess short/long term memory
- Operate a personal computer, peripheral equipment and assigned software
- Prepare documents, forms, reports and statistical data
- Perform routine mathematical computations
- Use independent judgment and make technical and professional decisions on a daily basis
- Plan, organize and bring assignments to completion

**MINIMUM PHYSICAL AND OTHER REQUIREMENTS**

The physical abilities listed below are estimates of time spent during a typical workday to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 7 hours per day
- Stand up to 1 hour per day
- Walk up to 1 hour per day
- Occasionally lift up to 30 lbs.
- Occasionally bend, squat, reach, kneel or twist.

**Members must have:**

- 20/40 vision (corrected/uncorrected)
  - Ability to hear conversation at a normal level (assisted or unassisted)
- 

**14. Equipment or machines routinely used in this position:** Agency vehicle, cell phone, in house switchboard system and department telephone lines, agency computer, agency software

The Pasco Sheriff's Office is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Pasco Sheriff's Office will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Revised September 2023

THE PASCO SHERIFF'S OFFICE IS A DRUG-FREE WORKPLACE



## Pasco Sheriff's Office POSITION DESCRIPTION



programs; calculator; printer, photocopier; facsimile machine and multi-functional office machines.

**15. Amount and type of supervision position receives:** Employee works under moderate guidance and supervision from the Human Resources Assistant Director.

**16. Review procedures:** Work is reviewed upon completion and/or periodically by the Human Resources Assistant Director. Member receives a formal written performance appraisal in accordance with General Order 35.1.

**17. Essential Tier Response: Tier 2 - Mission Essential:** This position designation is for those that are needed to ensure the continued operations of mission essential functions for the agency. These positions are not in leadership or specialized capabilities, but provide limited logistical support to operations. This position designation supports requirements other than immediate emergency response and organizational leadership.

**18. Remote Work.** Position has option for remote work with bureau commander approval. Employees authorized for remote work may be required to return to the office periodically or upon request when needed, and any decision to allow remote work remains in PSO's absolute discretion and may be subject to change at any time.

**19. This position description lists the duties and responsibilities an incumbent would generally expect to perform. Percentages of time, when used, are estimated annual averages and as such are subject to periodic fluctuations. This position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the member for this job. Duties, responsibilities and activities may change at any time with or without notice.**

The Pasco Sheriff's Office is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Pasco Sheriff's Office will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Revised September 2023

THE PASCO SHERIFF'S OFFICE IS A DRUG-FREE WORKPLACE