

OFFICE OF THE SHERIFF

Clay County, Florida

Darryl Daniels, Sheriff

“Selfless service for all.”

JOB NOTICE

Date: December 16, 2019
Position: Business Analyst - Personnel
Reports To: Human Resources Supervisor
Starting Salary: \$42,582
Deadline to Apply: Until filled

Specific duties may include, but are not limited to:

- Assist in defining business requirements, data mapping, field design, custom report writing and testing of new software implementation.
- Maintain documentation of system setup, codes and reports.
- Development of dashboards reports to better meet the needs of accurate and detailed analytical reporting.
- Assist Information Technology with database maintenance and data integrity.
- Generate monthly Personnel reporting package requiring use of pivot tables and charts.
- Prepare ad-hoc reports using multiple source databases.
- Monitor division adherence to policy and regulations.
- Carry out special projects as assigned.
- Assist with selection and promotion process as required.
- Support Personnel's sections and perform additional duties as required.

Minimum qualifications: Associate Degree or equivalent work experience as business analysis or database administration. Strong communication skills and proficiency in Microsoft Suite (Access, Word, Excel, Outlook) and knowledge in Windows desktop Operating Systems.

Preferred qualifications: Working knowledge of human resources policies such as FMLA, USERRA, EEO, ADA, etc., familiarity with Microsoft T-SQL statements and reporting software such as Power BI, Crystal Reports, Jet Reports or Tableau.

If you are interested in this position, please submit your completed application and resume to apply@claysheriff.com by the deadline date.

Our Community, Our County, Our Responsibility...
We're All In This Together
Equal Opportunity Employer & Drug Free Workplace