

Polk County Sheriff's Office Job Description
1506 Employment Auditor

October 9, 2006, Revised August 2, 2011

Position Concept:

The Employment Auditor performs research and prepares statistical reports of the Polk County Sheriff's Office workforce by race, sex, and other criteria under direction of the Human Resources Director. Position requires exercise of discretion, independent judgment and independent thought

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Employment Auditor may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

Essential Functions:

- Prepare statistical reports
- Prepare Affirmative Action plans
- Prepare Policies and Procedures
- Facilitate/revise Job Task Analysis
- Prepare Job Descriptions
- Liaison with community/organizations
- Recommend actions to achieve diverse work force
- Prepare and conduct public presentations
- Analyze recruiting, hiring and promotions
- Prepare Vacancy, Turnover and other statistical reports
- Research, compose, reports, correspondence
- Maintain Federal and State requirements
- Assist and train members

Education, Professional Certification or License:

- Valid Florida driver's license
- Two (2) year degree from accredited college or university with major course work in public or personnel administration, business administration, or a related field
- Four (4) year degree from an accredited college or university in public or personnel administration, business administration, or a related field preferred
- Practical experience in Human Resources or a related field may be substituted on a year-for-year basis

Professional Experience:

- Good knowledge of Federal and State laws and regulations relating to Equal Employment Opportunity, Affirmative Action, employment practices, and related subjects
- Knowledge of community and professional organizations and recruiting methods
- Knowledge of research methods and statistical methods
- Demonstrated keyboard proficiency of 35 wpm with no more than 5 errors

Status: Civilian Sworn Certified Exempt

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

Environmental Conditions:

- Works primarily in an office environment

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Required Skills and Knowledge:

Knowledge of:

- Federal/State employment regulations
- Federal/State Affirmative Action requirements
- PCSO employment requirements
- PCSO policies and procedures
- Recruiting methods and practices
- Affirmative Action reports and records keeping
- Federal/State laws pertaining to personnel
- Americans with Disabilities Act
- Various computer programs and software
- Past and present department structure
- Job procedures and progression
- Resources
- Florida State Statutes
- Criminal justice system
- Research methods
- Division policy and procedure
- Office supplies
- Geographical area
- PCSO facilities

Ability to:

- Provide exceptional customer service
- Operate office equipment
- Read and write
- Perform research
- Prepare statistical studies
- Compose
- Operate audio-visual equipment
- Operate a motor vehicle

Skills:

- Analytical
- Interpersonal
- Interviewing
- Public speaking
- Advanced mathematical
- Telephone
- Computer
- Research
- Organizational
- Decision making
- Secretarial
- Basic English grammar
- Keyboarding

Physical Requirements:

- Speak English understandably
- Manual dexterity
- Ambulate independently
- Sit for long periods
- Stand for long periods
- See at normal range or with accommodation
- Hear at normal level or with accommodation
- Walk
- No dyslexia
- Lift/drag/carry 35 lbs.

For additional information on this position refer to the Job Task Analysis.