

NOW HIRING: HUMAN RESOURCES ANALYST

Santa Rosa County Employment Opportunity Announcement: 08/21/2023 - 08/28/2023

PLEASE NOTE:

The information on your application will be evaluated against the minimum qualifications of the job description. After all applications are evaluated, qualified candidates are sent to appropriate hiring authority for consideration.

An application and complete job description are available at www.santarosa.fl.gov or Santa Rosa County Human Resources, 6495 Caroline Street, Suite H in Milton.

\$20.77 - \$22.84 HOURLY, DOQ*

Department: Human Resources

Minimum & Preferred Qualifications:

- Bachelor's Degree from an accredited four-year college or university in Human Resource Management, Business Administration, Public Administration or closely related field; supplemented by one (1) year of responsible experience in human resources or related field; **OR** an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Human resources experience with a state or local government is preferred. Must be computer literate. Requires a minimum typing speed of 35 words per minute. Experience with Microsoft Word and Excel required. Experience with Microsoft Access and PowerPoint preferred.

Licensure and/or Certifications:

- Requires a valid driver license at the date of hire and maintain said license while employed in this position. PHR/SPHR and/or SHRM-CP/SHRM-SCP is preferred.

ANY COMBINATION OF EDUCATION AND EXPERIENCE THAT WOULD LIKELY PROVIDE THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES IS QUALIFYING

Benefits:

- Full-time positions are eligible for paid holidays, vacation, and sick leave, jury duty and bereavement leave
- Choice of several health plans, optional flexible benefits, life insurance and optional supplemental insurance, and tax-free spending accounts
- Retirement through the Florida Retirement System and deferred compensation as well as social security retirement and disability benefits
- Confidential employee assistance counseling
- Uniforms if required



We do not accept resumes; therefore, resumes should not be submitted. To be considered, you must complete the online application