

Orange County Government – Careers Guide

View Job Posting Description and Apply Online – For External Applicant

Instructions below are for applicants that have already registered.

Careers

Current employees of Orange County Government must apply using Self-Service Careers link through MyOCInfo. First time applicants, click the 'Register Now' link. If already registered, enter your Email Address (User Name) and Password, click Login

Latest Job Postings - To view posting description, click the job posting title link.

| Select | Date | Job Title | Job ID | Location |
|--------------------------|------------|---|--------|--------------------------------|
| <input type="checkbox"/> | 12/18/2009 | Human Resources Analvst | 8813 | Fire Administration |
| <input type="checkbox"/> | 12/18/2009 | Asst Mgr Youth & Family Svc | 8812 | Youth and Family Services |
| <input type="checkbox"/> | 12/17/2009 | Payroll Manager | 8811 | County Comptroller |
| <input type="checkbox"/> | 12/17/2009 | Enterprise Site Administrator | 8810 | Information Systems & Services |
| <input type="checkbox"/> | 12/17/2009 | Administrative Specialist | 8809 | Fire Rescue Dept |

1. Enter your Email Addr (User Name) / Password and click the button.

2. Click the [Job Title](#) link to view the job posting description.

[Careers Home](#)
[Job Search](#)
[My Saved Jobs](#)
[My Saved Searches](#)
[My Career Tools](#)
[Logout](#)

Careers Home

Welcome Test2a

To add or change your Name / Address / Email / Phone / Password, click 'My Profile' link.

To apply for a position, select a job and click Apply Now. Answer all questions on the Complete Application page and click Submit.

Latest Job Postings - To view posting description, click the job posting title link.

| Select | Date | Job Title | Job ID | Location |
|--------------------------|------------|---|--------|--------------------------------|
| <input type="checkbox"/> | 12/18/2009 | Human Resources Analyst | 8813 | Fire Administration |
| <input type="checkbox"/> | 12/18/2009 | Asst Mgr Youth & Family Svc | 8812 | Youth and Family Services |
| <input type="checkbox"/> | 12/17/2009 | Payroll Manager | 8811 | County Comptroller |
| <input type="checkbox"/> | 12/17/2009 | Enterprise Site Administrator | 8810 | Information Systems & Services |
| <input type="checkbox"/> | 12/17/2009 | Administrative Specialist | 8809 | Fire Rescue Dept |

Job Description

Job Title: Sr. HRIS Analyst
Job ID: 8611
Location: Human Resources
Full/Part Time: Full-Time
Regular/Temporary: Regular

[Email to Friend](#) [Save Job](#) [Apply Now](#) [Return to Previous Page](#)

General Functions

Performs professional and technical work managing or leading medium- to large-scale HRIS projects through the system project life cycle. Works on complex business problems, analyzing and evaluating current business methods and procedures for improvements. May provide overall project management for a given HR initiative. May supervise HRIS or Records Management staff in the conduct of daily work.

Work is performed under minimal direction as an internal subject matter expert in one or more related business processes. Work requires independent judgment and is performed under the general supervision of the HRIS Administrator or HRIS Advisor.

If the job posting description does not match your interests, click the [Return to Previous Page](#) link.

3. If the job posting descriptions were a match for your interests and you would like to apply, click the [Apply Now](#) button.

Complete Application

Complete the following sections, failure to answer all questions may result in your application not being considered for the position.

1. Preferences
2. Eligibility and Military Status
3. Work Experience
4. Highest Education Level
5. High School Education
6. Post Secondary Education
7. Licenses
8. Languages
9. Personal Information
10. Application Questionnaire
11. Referral Information

[Apply Now](#)

Complete Application

You are applying for:

[Attorney IV](#)

[Remove](#)

[Add Another Job to Application](#)

Test1 Applicant
 123 Any Lane Hwy
 Orlando, FL 32801
 Orange

[Edit Profile](#)

Save

Submit

Close Application

[Careers Home](#)

Failure to answer all questions before submitting, may result in your application not being considered for this position.

Preferences - Shift work may require availability 24/7

Desired Start Date:

Are you willing to relocate? Yes No

Are you willing to travel? Yes No Claim Veterans' Preference

If yes, how often?

Regular/Temporary:

Desired Work Days: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Full/Part-Time:

Desired Shift:

Minimum Pay: Per:

Currency Code: USD US Dollar

Desired Hours Per Week:

Location Preference

First Choice: Second Choice:

Comments

Eligible to Work in U.S. Yes No

Military Status:


• **Work Experience**

Please list All employment for the past 10 years beginning with your present or most recent employer. Account for all time periods, including unemployment. If you held multiple positions within the same organization, list each position as separate employment. Note: Include any additional employment history that is relevant to the position for which you are applying.

Work Experience
 You have not added any employment information to your new application.

[+ Add Work Experience](#) **No Prior Work Experience**

Click the [Add Work Experience](#) link to add Employment History Information.

- Complete all fields with an asterisk (*) to the left of the field name. These are required fields.
- Click on Save & Add More button to enter another employment history information.
- Click on Save & Return button to go back to the Complete Application page.
- Click on the corresponding Employer link on the Complete Application page to edit or view existing work experience information.
- To delete work experience detail, click on the trash can  icon to the right of the Work Experience you wish to delete.

[Add New Application](#)

Add Employment History

[Save & Return](#) [Save & Add More](#) [Cancel](#) [Return to Previous Page](#)

Enter Employment Details

'Start Date: ³¹

End Date: ³¹ If currently employed, leave End Date field blank

'Employer: **Contact Employer**

'Ending Job Title: **No. of Employees Supervised:**

Telephone: **Hours Worked / Week**

Ending Hourly Rate: Currency: USD Pay Frequency: Hour

Reason for Leaving:

Duties:

Address

Country: United States

Address 1:

Address 2:

City: State:

Postal:

County:

- **Highest Level of Education**

Education History

Highest Education Level:

Select from the drop down list.

- **High School Education**


To add a high school, click the Add High School Education History hyperlink below High School Education. To change information for a school, click the hyperlink under School field. Click on delete icon to remove corresponding High School Information.

High School Education

You have not added any high school education information to your application.

[+ Add High School Education History](#)

Click the [Add High School Education History](#) link to add High School or GED information.

- Complete all fields with an asterisk (*) to the left of the field name. These are required fields.
- Click on Save & Add More button to enter another high school education history.
- Click on Save & Return button to go back to the Complete Application page.
- Click on the corresponding School link on the Complete Application page to edit or view existing high school information.
- To delete high school detail, click on the trash can  icon to the right of the School you wish to delete.

[Add New Application](#)

Add High School Education

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Enter High School Education Details

Country: Completed

State:

School Type:

School:

- **Post Secondary Education (College, University, Technical, or Vocational)**


To add a degree, click the Add Post-Secondary Education History hyperlink below Post-Secondary. To change information for a degree, click the hyperlink under Degree field. Click on delete icon to remove corresponding degree.

An education diploma/degree issued outside the United States or a United States territory in a foreign language must be evaluated for a determination of United States equivalency by a member of the National Association of Credential Evaluations Services (NACES) at your expense.

Post-Secondary Education - Includes Colleges, Universities, Vocational, and Technical
You have not added any education information to your application.

[+ Add Post-Secondary Education History](#)

Click the [Add Post-Secondary Education History](#) link to add College, University, Technical, or Vocational information.

- a. Complete all fields with an asterisk (*) to the left of the field name. These are required fields.
- b. Click on Save & Add More button to enter another post secondary education history.
- c. Click on Save & Return button to go back to the Complete Application page.
- d. Click on the corresponding Degree link on the Complete Application page to edit or view existing post-secondary education information.
- e. To delete post-secondary education detail, click on the trash can  icon to the right of the Degree you wish to delete.

[Add New Application](#)

Add Post-Secondary Education

If you attended any school outside the US or if your school name or major is not listed when you select the look up icon, enter the school name and major in the 'Other' field.

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Enter Post-Secondary Education Details

| | | |
|-------------------------|------------------------------------|--|
| Country | <input type="text"/> | |
| State: | <input type="text"/> | <input type="button" value="v"/> |
| *School: | <input type="text"/> | <input type="button" value="q"/> Other: <input type="text"/> |
| *Major: | <input type="text"/> | <input type="button" value="q"/> Other: <input type="text"/> |
| *Degree: | <input type="text"/> | <input type="button" value="q"/> |
| Average Grade: | <input type="text"/> | |
| | <input type="checkbox"/> Graduated | |
| Credit Hours Completed: | <input type="text"/> | |

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- **Licenses and Certificates**

Indicate any Professional / Occupational Licenses or Registrations / Certifications you currently hold.

Licenses, Certificates, and Registrations
You have not added any licenses or certificates to your application.

[+ Add Licenses and Certificates](#)

Click the [Add Licenses and Certificates](#) link to add License or Certificate information.


- Complete all fields with an asterisk (*) to the left of the field name. These are required fields.
- Click on Save & Add More button to enter another license and certificate.
- Click on Save & Return button to go back to the Complete Application page.
- Click on the corresponding License/Certificate link on the Complete Application page to edit or view existing license or certificate information.
- To delete a license or certificate, click on the trash can  icon to the right of the License/Certificate you wish to delete.

[Add New Application](#)

Add License or Certificates



Select the look up icon to add a license or certificate that is relevant to the position you are applying for.

License or Certificate Details

*License/Certificate 

Issued By:

License/Certification Number:

Date Issued:  Expiration Date: 

Issued In

Country:  State: 

[Save & Return](#) [Save & Add More](#) [Cancel](#) [Return to Previous Page](#)

* Required Field

• **Languages**

Languages
 You have not added any languages to your application.

[+ Add Languages](#)

Click the [Add Languages](#) link to add Language information.

- Complete all fields with an asterisk (*) to the left of the field name. These are required fields.
- Click on Save & Add More button to enter another language.
- Click on Save & Return button to go back to the Complete Application page.
- Click on the corresponding Language link on the Complete Application page to edit or view existing language information.
- To delete a language, click on the trash can icon to the right of the Language you wish to delete.

[Add New Application](#)

Add Language

Enter Language Details

*Language:

Speaking Proficiency: Low

Reading Proficiency: Low

Writing Proficiency: Low

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• **Personal Information**

This information will be maintained separately from your application and will not be considered in the application evaluation process. This information is voluntary and not required for employment.

Personal Information

Date of Birth:

*Gender: Unknown

• **Application Questionnaire**

Answer all of the questions listed. Failure to answer all questions may result in your application not being considered for the position.

Application Questionnaire - All questions are required

Do you have any relatives currently employed by Orange County Board of County Commissioners?

Yes

No

If yes, indicate Relative Name, Relationship, and Division

If hired, can you provide proof that you are legally eligible to work in the United States?

Yes

No

Have you ever pleaded no contest to, or been convicted of, a first degree misdemeanor or any felony?

Yes

No

If yes, please explain

- **Referral Information**

Referral Information

How did you find out about the job?

SubSource

Specific Referral Source:

Are you a former employee? Yes No

Submit Your Application

[Apply Now](#)

Complete Application

You are applying for:

[Attorney IV](#) [Remove](#)

[Add Another Job to Application](#)

Test1 Applicant
123 Any Lane Hwy
Orlando, FL 32801
Orange

[Edit Profile](#)

[Careers Home](#)

- When you have completed filling the application, click the button.
- If you are NOT ready to Submit, click the button to save your application. You may access your application at any time through the My Applications page as long as the job posting is still open.

- To close your application without saving, click the button.

Self Identification (External Applicants Only)

Submit Online Application

Self Identification Details

Orange County is required by the U.S. Equal Employment Opportunity Commission (EEOC) to collect and maintain the information requested below for statistical reporting purposes only. This information will be maintained separately from your application and will not be considered in the application evaluation process. This information is voluntary and not required for employment consideration.

*Gender:

Ethnic Group [Find](#) First 1 of 1 Last

Primary

[Add Ethnic Group](#)

I decline to provide my self identification details.

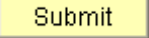
Terms and Agreements

By submitting this application, I certify that the information provided is correct and complete to the best of my knowledge, and understand that falsification of this application in any detail is grounds for disqualification from further consideration or for dismissal from employment in accordance with Orange County Policy. I hereby authorize investigation of all statements I have made herein. I authorize the companies or persons named herein to give any information regarding my past employment, together with any information they may have regarding me, whether or not it is on their records. I hereby release said companies or persons, and Orange County Government from all liability for any damage whatsoever for issuing or obtaining this information. I understand that if I am selected for employment I will agree to comply with all its policies, rules, and regulations.

I agree to these terms I do not agree to these terms

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- Select the appropriate Gender, Ethnic Group or check the box, which reads: ***I decline to provide my self-identification*** details.
- Select either the ***I agree to these terms*** or the ***I do not agree to these terms*** radio button. Applicants who selected I do not agree to these terms will not be allowed to submit an application for review.

- Click the  button to be considered for the position.

You have completed the application process. Upon submission, a confirmation of your application will be emailed to you and a list of positions for which you have applied will be displayed.

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

My Applications

 You have successfully submitted your job application.

| My Applications | | |
|---|----------------------|--|
| Display applications from: | <input type="text"/> | <input type="button" value="Refresh"/> |
| ◀◀ First ◀ Previous Next ▶ Last ▶▶ | | |
| Application | Status | Application Date |
| Human Resources Analyst | Applied | 12/23/2009 3:57PM |

Note: Once you have submitted your application, you will not be able to change it.