

## **EMPLOYMENT PROCEDURES AND BENEFITS**

### **APPLICATIONS**

Job information is available on our web page: <http://pompanobeachfl.gov> or on our twenty-four (24) hour recorded job line. Please call (954) 786-4693 for information on all current full and part time career opportunities, or visit the Human Resources Department. Applicants must apply online through the City's website. A computer is available for applicant's use between 8:00 A.M. and 5:00 P.M., Monday through Friday, excluding holidays, in the Human Resources Department at 100 West Atlantic Blvd., Pompano Beach, Florida 33060.

Complete each part of the application fully and completely, if necessary attach additional pages. All statements made on the application are subject to investigation and verification. You are responsible for providing required documents such as diplomas, certifications, driver license, etc. prior to appointment. The City requires that education, work experience and references be verified. Any falsification of information on an application will subject the applicant to disqualification from employment.

As provided by the Florida Statutes, preference in initial appointment will be given to eligible veterans and spouses of veterans. To obtain veteran's preference candidates MUST complete the veteran's portion of the application and submit a copy of separation papers (DD214) with the application. For additional information, please read the Veterans Preference Information sheet provided with the application or on the website.

### **HIRING PROCEDURES**

The City of Pompano Beach is committed to a merit employment system whereby applicants are considered based on their qualifications. The City is an Equal Opportunity Employer and does not discriminate based on race, color, age, sex, religion, national origin, disability, or other protected characteristic. When requested, the City of Pompano Beach is pleased to make reasonable accommodations for applicants with disabilities. If special assistance is needed, please notify the Human Resources Department by calling (954) 786-4626.

All applications received by the closing date will be forwarded to the respective department for their review. The department selects highly qualified applicants for personal interviews and upon completion, recommends the person they deem most suitable. Candidates will typically be notified within two weeks after the closing date if they are selected for an interview. If not selected, candidates will be notified once the position has been filled. Only after review by the Human Resources Department and with the approval of the City Manager, can a job offer then be made.

All appointees must pass a background check and may be subject to medical examination and drug screening prior to being employed. Any person testing positive for a non-prescription controlled substance shall not be hired. A probationary period of at least one year is required for all full time employees.

### **SALARY AND BENEFITS**

Employees are paid biweekly. The pay range consists of a minimum and maximum salary. Initial appointment is usually made at the minimum salary of the pay range, but a higher salary may be considered for an especially well qualified candidate or to meet unusual needs. Annual merit increases of up to 3% up to the maximum of the pay range are based on fully effective job performance, or above, and are not automatic.

Group health insurance is paid for by the City; 100% for fulltime employees and 50% for eligible dependents.

Paid leave includes: Vacation – accrue ten (10) days annually; Sick Leave – accrue twelve (12) days annually; Holidays – twelve (12) days off; Personal Days – two personal days after six months of service.

Pension plan: General Employees' Retirement System participation is required for all eligible employees. Each employee contributes a tax deferred deduction of 7% of their salary to the plan and the City contributes a like amount. The defined benefit pension plan is based on the average of the last five base salary years times 2% times years of service. If an employee leaves the employ of the City prior to seven (7) year vesting or retirement, their contribution, with interest, is refundable.

Other benefits offered to City employees include: cost of living adjustments (when applicable), tuition reimbursement, tax deferred savings plan, credit union services, direct deposit, sick leave bank, sick leave to vacation conversion, and an employee assistance program.

*Part time employees are not eligible for benefits and benefits may vary depending on bargaining units.*