

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 253**

**HUMAN RESOURCES ANALYST**

**GENERAL**

Professional, administrative work performing a variety of functions in the Human Resources Department. Work is performed under general supervision of the Human Resources Director.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Administers promotional examinations for current members of the Fire Departments.
- Reviews applications for employment and distributes best qualified applications to appropriate departments.
- Develops and implements city-wide training programs.
- Performs special projects including, but not limited to: Employee Handbook (development, production, initial distribution & update distribution); Human Resources Department forms revisions; lay-off/outplacement information.
- Participates as member of oral interview panels within the City and for other municipalities on a reciprocal basis.
- Communicates Human Resources policies, Code of Ordinances, and bargaining agreements to employees and applicants.
- Initiates background checks on candidates recommended for employment.
- Writes memos and letters to job applicants advising them on various recruiting examinations and processing information.
- Investigates complaints of discrimination charged by City employees.
- Reports findings to City Manager and recommends remedial action.
- Maintains a work email using Microsoft Outlook.
- Prepares consent decree and other reports.
- Prepares EEO reports.
- Measures effectiveness of affirmative action programs through analysis of reports.
- Provides direction and leadership to minority recruiting teams from Fire Department.
- Provides technical assistance to all departments to insure compliance with all laws relative to employee transactions.
- Reviews and approves advertising sources for the recruitment of vacant positions.
- Performs related work as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of the principles and practices of public personnel and human resources administration.
- Knowledge of recruiting and social media techniques.
- Knowledge of laws pertaining to equal employment and recruitment.
- Knowledge of computer applications and statistics.

- Skill in developing and administering examination programs involving hundreds of applicants.
- Skill in creating, retrieving, and maintaining applicant files.
- Skill in showing excellent customer service.
- Ability to establish and maintain effective working relationships with candidates.
- Ability to communicate effectively both orally and in writing.
- Ability to perform with little direct supervision.
- Ability to maintain and secure confidential information.
- Ability to think clearly and use proper judgment.
- Ability to organize, prioritize, and multitask in a busy environment.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

#### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Human Resources Administration or a closely related field. Experience in public human resources administration.

A comparable amount of training and experience may be substituted for the minimum qualifications.

#### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Occasional lifting of up to 50 lbs. Must be able to sit for long periods of time while using a computer.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Rev.** 12/15

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

**Pay Grade/Group:** 30/50

**Location:** Human Resources Department

**GERS:** Regular Class