

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 211

HUMAN RESOURCES SPECIALIST

GENERAL

Specialized administrative work assisting in various phases of the City's Human Resources Department. Work is performed under general supervision under the direction 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.

- Approves tuition reimbursement requests, contacts various local universities and community colleges for information, catalogs and state university rates; updates application form when necessary.
- Coordinates, liaisons, and administers the ICMA RC 457 and ROTH IRA accounts.
- Processes cash payment requisitions in the HR Department.
- Receives and reviews HR department's time sheets, checking on vacation hours, personal day usage, holiday pay and other benefit usage, to insure proper payroll computations.
- Prepares reports and coordinates with other personnel and employee relation sections.
- Assists as a back-up the advertising functions for the recruiting effort, including reviewing job announcements for accuracy.
- Sets up interviews and other pre-employment related appointments.
- Schedules and reviews pre-employment medical examinations.
- Maintains a work email using Microsoft Outlook.
- Assists with the setting up and maintenance of files in the department.
- Responsible for temporary hiring duties, including interviewing candidates.
- Writes and executes vendor service contracts using a template in Microsoft Word.
- Generates crystal reports and Florida Benchmarking Consortium reports using Microsoft Excel.
- Serves as a back-up for the receptionist and mail distribution when necessary.
- Conducts Federal background checks for interns, volunteers, and CERTs.
- Administers the coordination of sick leave conversion using a mathematical formula on an annual basis.
- Monitors unpaid leave of absences and the sick leave bank using crystal reports and Microsoft Excel.
- Signs up new employees for payroll and employee benefits, etc. when necessary.
- Conducts new hire orientation every 6 – 8 weeks.
- Primary EOC worker during emergencies (A shift).
- Promote, create, & distribute benefits summary (hidden paycheck) to employees.
- Creates service award agenda, theme, and invitations and provides gift packets to recipients.
- Creates the layout and design for the HR management newsletter “Success in the City” using Microsoft Publisher.
- Assembles & initiates budget transfers for the Human Resources office.
- Facilitates the budget for the Human Resources office with the Director’s assistance.
- Partners with outside businesses to create employee discount programs.
- Facilitates financial seminars to employees in the City.
- Volunteer intern coordinator for the City; posting jobs and recruiting interns and volunteers.
- Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of human resources and public administration rules, regulations, policies, practices, and procedures.
- Knowledge of NaviLine, Covalent, ExecuTime, and Shoretel; NEOGOV is a plus.
- Skill in using MS Word, Publisher, Outlook, and Excel (especially using mathematical equations and formulas).
- Skill in showing excellent customer service.
- Skill in using standard office equipment.
- Ability to maintain and secure confidential information.
- Ability to empathize with employees about sensitive situations and remind and encourage them about the Employee Assistance Program (EAP).
- Ability to multitask, organize, and prioritize in a busy environment.
- Ability to communicate with business, medical, and political professionals orally, in writing, and in training.
- 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

Graduation from high school or possession of an acceptable equivalency diploma, supplemented by college course work in personnel management. Extensive responsible human resources administration experience.

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, handling, standing, pushing, and pulling. Must be able to sit for long periods of time while using a computer.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

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

Rev 12/15

Bargaining Unit: General Employees

FLSA: Non-Exempt

Pay Grade/Group: 23/50

Location: Human Resources Department

GERS: Regular Class