

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 252**

**SENIOR HUMAN RESOURCES ANALYST**

**GENERAL**

Advanced professional work in a variety of staff functions of 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.*

- Maintains and updates the Classification Plan.
- Implements scheduled cost of living increases.
- Conducts salary surveys and analyzes data when received.
- Responds to salary surveys submitted from other municipalities, in writing, by email, and by telephone.
- Analyzes annual budgetary personal services request for reclassifications and additional positions and makes recommendations based on findings.
- Approves/declines FMLA requests based on City policies and the law.
- Prepares documentation for Commission review and changes to Code of Ordinances.
- Performs various special projects at the request of the Human Resources Director and City Manager.
- Creates, maintains, and updates position control roster in accordance with budget and staffing human resources report which includes the reporting of vacancies, turnover, budgetary staffing, new hires full and part-time, terminations full and part-time, promotions, demotions, and transfers using a crystal report in MS Excel on a monthly basis.
- Maintains a work email account using Microsoft Outlook.
- Serves as Records Custodian for the Human Resources Department: responds to subpoena of records in accordance with City procedures and state laws; submits requested information from the Florida Dept. of Labor, Unemployment Compensation, files appeals when necessary, and attends hearings; prepares records in accordance with storage and disposal procedures.
- Updates personnel manual outlining all human resources policies and procedures.
- Develops budget year calendar consisting of pay periods and holidays.
- Serves as a computer liaison for the HTE personnel/payroll system.
- Keeps abreast of new issues and laws in the human resources field.
- Serves on various committees upon request, i.e., applicant interview panel and Fire Promotional Committee when requested.
- Coordinator of the Employee Suggestion Program.
- Serves in absence of the Human Resources Director.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the laws, principles, and practices of public personnel administration.
- Knowledge of the Sunshine Law and its protocols for releasing information that it protects.
- Knowledge of classification and compensation practices and spreadsheet analysis.

- Knowledge of Human Resources laws, policies, procedures, administration, regulations, and trends.
- Knowledge of NaviLine, Covalent, ExecuTime, Shoretel, and NEOGOV.
- Skill in drafting and giving reports and presentations.
- Skill in meticulously maintaining records and files.
- Skill in using MS Word, Excel, and Outlook.
- Ability to create, revise, or evaluate forms, policies, and procedures.
- Ability to establish and maintain effective working relationships.
- Ability to communicate and express ideas effectively both orally and in writing.
- Ability to maintain and secure confidential information.
- Ability to meet the public in a mature, pleasant manner.
- Ability to work with other employees and the public in a tactful, diplomatic manner.
- Ability to perform with little direct supervision.
- Ability to think clearly and use proper judgment.
- Ability to organize, prioritize, and multitask in a busy environment.
- 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, sexual orientation or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Business, Human Resources Administration, Public Administration or a closely related field. Considerable 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. 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:** 33/50

**Location:** Human Resources Department

**GERS:** Regular Class