

**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

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or 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, bargaining agreements to employees and applicants. Initiates background checks on candidates recommended for employment.

Investigates complaints of discrimination charged by City employees. Reports findings to City Manager and recommends remedial action. 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 administration. Knowledge of recruiting and media techniques. Knowledge of laws pertaining to equal employment. Some knowledge of computer applications and statistics. Ability to develop and administer examination programs involving hundreds of applicants. Ability to create, retrieve and maintain applicant files. Ability to establish and maintain effective working relationships. Ability to communicate effectively orally and in writing.

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 items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Occasional lifting of up to 50 lbs.

SPECIAL REQUIREMENTS

None.

Rev. 09.01

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