

**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 program. Work is performed under general supervision.

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.)

Performs the advertising functions for the recruiting effort. Schedules employees for pre-employment physical, psychological and other written examinations. Conducts employment examinations. Reviews job announcements for accuracy. Prepares consent decree and other reports. Conducts exit interviews.. Processes cash payment requisitions in the HR Department. Approves tuition reimbursement requests, contacts various local universities and community colleges for information, catalogs and state university rates; updates application form when necessary. Administers the coordination of sick leave conversion and sick leave bank administration; monitors unpaid leave of absences when necessary. Signs up new employees for payroll, employee benefits, etc., and orientates new employees. Coordinates and administers the ICMA 457 and 401 Deferred Compensation Retirement Plans. Liaison to employee participants and the ICMA staff. 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. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of human resources rules and regulations. Knowledge of human resources policies, practices and procedures.

Ability to use standard office equipment.

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 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, sitting, standing, pushing, and pulling.

SPECIAL REQUIREMENTS

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

Rev. 09.01

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