

**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**

(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.)

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, both in writing and by telephone. Analyzes annual budgetary personal services request for reclassifications and additional positions and makes recommendations. 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.

Coordinates and administers the ICMA 457 and 401 Deferred Compensation Retirement Plans. Liaison to employee participants and the ICMA staff.

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 and includes new hires full and part-time, terminations full and part-time, promotions, demotions and transfers

Serves as Records Custodian: 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

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.

Updates personnel manual outlining all human resources policies and procedures.

Develops budget year calendar consisting of pay periods and holidays.

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, 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**

Considerable knowledge of the principles and practices of public personnel administration. Knowledge of classification and compensation practices and spreadsheet analysis. Ability to create, revise or evaluate forms, policies and procedures. Ability to establish and maintain effective working relationships. Ability to communicate effectively orally and in writing.

### **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 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.

### **SPECIAL REQUIREMENTS**

None.

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