HUMAN RESOURCES ANALYST

SUMMARY:
Under limited direction, participates in the full range of human resources programs in the areas of compensation, recruitment and/or training, ensuring compliance with City and federal employment related guidelines, conducts research, investigates employee or applicant complaints; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(Depending on area of assignment. Which are **not** in any hierarchical order)*

Recruitment
1. Consults with department to determine position requirements; recruits, certifies eligibility, prepares and monitors referral list; recommends testing and evaluation instruments for recruitment or promotional process; participates in the facilitation of panel interviews for professional, paraprofessional, clerical or labor trade positions; trains interviewing evaluators in the employment interview process and ADA/EEOC guidelines; assists in the development or revision of structured interview questions.
2. Implements human resources policies and programs, audits human resources action requisitions and other human resources forms to ensure compliance with existing HR policies and procedures.
3. Interprets civil service regulations, union contracts, federal guidelines and regulations, and human resources policies and procedures.
4. Creates, maintains, and updates recruitment and employment databases and files according to area of assignment
5. Performs other related duties as assigned.

Compensation
1. Conducts job audits, salary reviews, salary surveys and cost analysis.
2. Processes employee status changes to include demotions, promotions, transfers, salary adjustments, stipends/certification payments, and calculates retropayment when required.
3. Processes all performance appraisals and calculates merit increases, when required.
4. Assists in the maintenance of job descriptions and maintenance of the position control system.
5. Implements compensation changes as they relate to the bargaining agreements.
6. Enters new hire information in HRIS system and updates electronic employee records, as required.
7. Performs other related duties as assigned.

Training
1. Facilitates training utilizing adult-learning methodology; markets training programs
2. Coordinates and facilitates the CitySTART Employee Orientation program; including updating the orientation website and materials.
3. Prepares and maintains employee handbook.
4. Partners with management to perform needs assessments, designs, develops, and implements HR training programs for senior leadership, management, and employees.
5. Coordinates training logistics; schedule, set-up, and clean-up of classrooms.
6. Measures programs' effectiveness by following up with employees, facilitating focus groups, and designing, implementing, and analyzing training evaluations, pre and post-assessments, electronic surveys; modifies existing programs as needed.
7. Coaches employees and management to apply training curriculum to their jobs.
8. Performs other duties as assigned.

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KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of City, federal and state employment, civil rights and labor laws, rules and regulations.
- Knowledge of City's human resources policies, practices and procedures in area of assignment.
- Knowledge of supervisory and training methods, practices and procedures.
- Knowledge of computer hardware, software and peripherals related to area of assignment.
- Knowledge of record keeping and file maintenance methods, practices and procedures.
- Knowledge of adult learning methodology
- Knowledge of on-boarding best practices
- Knowledge of research and investigative methods and practices.
- Knowledge of measurement methodology
- Skill in researching and analyzing statistical or informational data.
- Skill in facilitating soft skills and software training
- Skill in researching and analyzing statistical or informational data.
- Skill in developing training curricula
- Skill in writing reports, training guidelines, and other documentation.
- Skill in effectively utilizing written communication in the development reports, training guidelines, and written descriptions.
- Skill in utilizing verbal communication in presentations and responses to inquiries and complaints.
- Ability to conduct needs analysis and program evaluation.
- Ability to establish and maintain effective programs through measurements and analysis.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves light work in a fast paced office setting. There is frequent need to stand, stoop, walk, sit, lift objects (up to 25 pounds), drive to other City departments and perform similar other actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with a major in Business Administration, Psychology, or Human Resources, or related field, and three (3) years related experience in planning and implementing training programs, recruitment, and/or compensation, or any equivalent combination of training and experience. PHR or SPHR Certification is highly desirable.

A valid Florida driver's license is required; a valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of appointment.