



The City Beautiful

City of Coral Gables Job Description

Job Title: Personnel Analyst
Department: Human Resources
Classification: 0512
Pay grade: 22E
FLSA: Exempt

Prepared Date: 7/12
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Patrick Salerno



Summary

Responsible for full cycle recruitment to include: sourcing candidates, advertising, interviewing and testing applicants, verifying references and on-boarding of new hires. Complies with all employment laws, and coaches hiring managers through the recruitment/interview process. Coordinates the testing and selection process for Police Officers, Firefighters and other City positions as necessary. Maintains relationship with organizations associated with Police, Fire, Technical/Mechanic Schools, as well as colleges and other agencies in effort to maintain a pipeline of qualified applicants and resources. Exercises some initiative and independent judgment within established procedures.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Duties described on this document are not necessarily performed by all Personnel Specialists.

Recruits applicants through contacts with colleges, schools, temporary and other agencies. Attends local job fairs.

Responsible to coordinate temporary office personnel through local temporary agencies and to maintain records of staff, department and length of assignment.

Prepares and places classified ads in local and national newspapers and magazines. Prepares listing of job openings for distribution to all City departments and local contacts.

Maintains an EDEN electronic applicant tracking system to ensure appropriate match of applicants for opened jobs.

Screens employment applications and, when instructed, conducts preliminary employment interviews, to determine eligibility of applicants for present or future job openings. Acquires required documents.

Schedules qualified applicants for employment interviews with management personnel. Prepares and/or revises interview questions. Arranges and monitors panel interviews.

Administers and scores selection tests and entry-level, or any other exam according to job description requirements. Establishes and monitors procedures and deadline dates involved in the hiring.

Assists in the administration of physical agility tests for Police Officer and Firefighter applicants.

Communicates with the bureaus of the Police Standards and Training Commission and Fire Standards and Training commission to determine the eligibility of certified police and fire applicants.

Schedules FBI investigations, polygraphs, suitability profiles and medical examinations. Communicates with physicians and examiners, reviews examination results, verifies and approves examination billings.

Communicates with applicants, through correspondence or telephone, to convey disposition application for employment.

Conducts reference checks, FDLE background checks and prepares conditional and final job offer letters to applicants.

Complies with all employment laws. Coaches managers through recruitment process.

Assists in entering new hired employees data into the EDEN electronic system.

Assists with obtaining survey information.

Assists the Human Resources Director on special projects.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of recruitment/selection principles and practices. Knowledge of all federal and state laws and guidelines regarding recruiting, interviewing, testing, hiring and personnel record keeping. Knowledge of Eden Systems. Knowledge of the Personnel Rules and Regulations, labor agreements and department policies and procedures. Knowledge of the City's employee benefits. Ability to deal effectively with the public, outside agencies, professionals and employees of all levels. Written and oral communication skills. Ability to work independently.

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 telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine. Work is predominately indoors within a usually quiet to moderately noisy environment. May involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight 5 to 20 pounds. May involve extended periods of time at a keyboard or work station.

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

Minimum Education and Experience

Bachelor's degree in Human Resources, Business Administration or Public Administration. Master's degree preferred.

Minimum three (3) years of HR/related experience required; employment and selection experience preferred.

Valid Florida Driver's license.