



The City Beautiful

City of Coral Gables Job Description

Job Title: Personnel Analyst/Public Safety **Prepared Date:** 07/2015
Department: Human Resources **Approved By:** ACM/HR



Classification: 0514

Pay grade: 22E

FLSA: Exempt

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 assists hiring managers through the recruitment/interview process. Coordinates the testing and selection process for all public safety positions including; Police Officers, Firefighters and all general employees within the Police and Fire Departments. Maintains relationship with organizations associated with Police, Fire, Technical Schools, as well as colleges and other agencies in effort to maintain a pipeline of qualified applicants and resources. Work involves frequent contact with Police/Fire executive staff. Work is reviewed through conferences, written reports, and observation for adherence to established policies and procedures. 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 Analysts.

Prepares and coordinates the publication of recruiting materials, including recruitment and promotional announcements, newspaper, magazine and journal advertisements. Communicates with candidates, interviews and assists applicants regarding employment opportunities, job requirements and employment procedures; schedules applicants for applicable testing.

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

Maintains NeoGov software application that enables the electronic handling of recruitment needs and ensures the 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. Arranges and monitors panel interviews.

Confers with department and division heads on recruitment and selection matters, devising solutions and implementing necessary changes. Prepares periodic and special reports.

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 promotional examinations for Police Officer and Firefighter personnel and other public safety related positions.

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.

In conjunction with the Police and Fire Departments, schedules 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. Prepares conditional and final job offer letters to applicants.

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

Assists with obtaining survey information as requested by Supervisor.

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 from an accredited college or university. Master's degree preferred.

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

Any appropriate combination of relevant education and/or work experience may be considered.

This position requires a valid Florida Driver's license. This position also requires travelling.