**Code 2011**

**PG-19**

**Exempt**

**HUMAN RESOURCES ANALYST – Support Services and Human Services**

**(Equity and Human Resources)**

**Pay Range: $19.92/hr. - $29.77/hr. ($41,433.60 - $61,921.60/annually)**

**Shift: Monday - Friday, 8:00 AM - 5:00 PM (40 hours/week)**

**Location: 330 W. Church St. Bartow, FL 33830**

***Health Benefits Package, Including Paid Holidays***

**Must have the physical, developmental and mental ability to perform job tasks, work efforts, responsibilities and duties of the job illustrated below:**

**MAJOR FUNCTION**

Advanced level professional work developing, implementing, and maintaining a variety of Human Resources (HR) programs in one or more specialized HR areas, under the supervision of the Employment and Benefits Services Manager (Manager). Performs complex assignments with considerable independent judgment and initiative, but refers problems of an unusual nature to the manager or Equity and Human Resources Director (EH) for assistance with a resolution. Serves as HR coordinator for employment recruitment, and the interview, selection, and hiring process. Ensures all pre-employment and onboarding requirements are met for the divisions under the Deputy County Manager for Support Services and Human Services.

**MAJOR DUTIES AND RESPONSIBILITIES**

* Performs professional level assignments in any combination of HR functions, including compensation and job analysis, job description updates and revisions, and all employment services and programs.
* Provides support and assistance to the EH Director and the Manager, including special projects, developing and submitting various reports.
* Conducts research and writes reports.
* Coordinates and schedules pre-employment testing and employment interviews, and prepares interview packets.
* Conducts new hire onboarding, and ensures selected candidates submit all required employment paperwork/documents and clears required background and wellness checks, prior to their first day on the job.
* Conducts training and advisement on HR processes, procedures and functions, including the interview process and procedures, and HR onboarding.
* Recruits for the Support Services and Human Services positions as requested of HR, including posting/advertising positions on the Polk County BoCC website, and externally, when requested.
* Conducts pre-employment screenings, evaluating work and education experience and qualifications of applicants.
* Completes appropriate records, forms, referral information, communications and other pertinent data as it relates to the recruitment and hiring process, and employment services.
* Reviews requests and information, and provides recommendations to the Employment and Benefits Services Manager and/or designated Support Services division managers and the Human Services division managers, regarding job descriptions, reclassifications, interview questions, and the hiring process.
* Administers appropriate pre-employment testing, as requested.
* Verifies criminal and educational background and reference check information utilizing the services of a third-party vendor, and ensures compliance with Polk County BoCC hiring guidelines, including the safe driver policy.
* Informs and Communicates with Support Services and Human Services divisions and sections regarding recruitment and hiring initiatives, pre-employment examination information, and other related activities.
* Represents the county and recruits at various career days, job fairs and diversity affairs activities, presenting public information regarding employment opportunities and programs within Polk County BoCC.
* Writes letters, memorandums, emails, and provides other communications, regarding HR and employment services.
* Provides backup support for other HR functions and office needs.
* Maintains and ensures HR printed materials are accurate and up-to-date on correspondence, handouts and the Polk County BoCC website.
* Deals courteously, professionally, and effectively with applicants, managers/supervisors, officials, other employees, and the general public.
* These job duties may not be all inclusive of the duties and responsibilities for this position; perform additional duties as assigned.

**KNOWLEDGE, ABILITIES, AND SKILLS**

* Knowledge of Human Resources/Personnel services and functions.
* Knowledge of interviewing techniques and the principles and practices of personnel administration.
* Knowledge of employment and labor laws.
* Excellent written and oral communication skills.
* Demonstrated ability to prepare comprehensive reports and communicate ideas clearly and concisely.
* Ability to perform multifaceted projects in conjunction with day to day activities.
* Demonstrated interpersonal, team member, and leadership skills.
* Ability to utilize a personal computer and various software applications, including Microsoft Office products, Excel, and spreadsheets.
* Ability to use independent thought and good judgment.
* Demonstrated thorough decision-making skills.
* Ability to sit for long periods. Ability to see, hear, ambulate independently, drive, perform data entry keying efforts and make written notes.

**MINIMUM REQUIREMENTS**

Graduate of an accredited four (4) year college or university with a Bachelor degree in Human Resources, Business or Public Administration, Communication, or a related field.

Minimum of three years personnel/HR administration, public employment service management experience, which includes recruitment, hiring and selection, and/or candidate referral or placement responsibilities, along with interviewing and employment counseling responsibilities.

**SPECIAL REQUIREMENT**

**This position may be required to report for work when a declaration of emergency has been declared in Polk County.**

**TO APPLY PLEASE VISIT:**

[**https://www.polk-county.net/equity-and-human-resources/career-opportunities**](https://www.polk-county.net/equity-and-human-resources/career-opportunities)

**For additional assistance or info please contact:**

Chris Strait – Talent Acquisition Manager (Ad-Vance Talent Solutions)

Email: **cstrait@ad-vance.com**