



CITY OF STUART JOB ANNOUNCEMENT

Human Resources
121 SW Flagler Avenue
Stuart, FL 34994
www.cityofstuart.us

The City of Stuart is an historic coastal community with a population of 16,500 and offers unique downtown shops, galleries and restaurants that add to our small town charm. Awarded “America’s Happiest Seaside Town 2016” by Coastal Living and “Most Beautiful City 2008” by America in Bloom, the City of Stuart offers a quality lifestyle for residents and visitors alike.

Human Resources Analyst – (Human Resources)

Hiring Range: \$23.11- \$28.71 per hour

FLSA Status: Exempt

Announcement Date: August 7, 2017

Closing Date: Open Until Filled

In addition to a satisfying work environment where employees are respected and valued for their contributions, the City of Stuart offers an attractive benefits package and award-winning wellness program. We offer two (2) medical and dental plans, supplemental insurance, deferred compensation, retirement benefits through the Florida Retirement System, and more to all full time and part time eligible employees. The City pays up to 90% of employee medical insurance premiums.

Characteristics of the Class

Professional administrative classification under the general direction of the Human Resources Director. Incumbent is responsible for overseeing all transactional processes of the Human Resources Department with particular emphasis on Benefits Administration but to include Payroll, New Employee Orientation, Wellness Program development, Workers’ Compensation, and Classification & Compensation. Training and special projects may be assigned. Provides ongoing analytical review of processes & procedures and assists Director in writing Human Resource policy. An individual in this classification shall possess a working knowledge to perform tasks in all functional areas of Human Resources administration and acts as an internal consultant to City departments on Human Resource matters. The work requires the exercise of considerable discretion and independent judgment.

Illustrative Duties (the following are highlights; a detailed job description is available in Human Resources)

- Manages, maintains and communicates all benefit programs to include medical, dental, life, and supplemental insurance. Inputs all benefit data, reconciles & maintains all health insurance databases. Serves as the primary point of contact for employees with questions regarding benefits.
- Performs activities related to payroll administration, including processing and reconciling personnel action forms, benefits entries, FRS, and producing associated reports and imports to various databases.

HUMAN RESOURCE ANALYST– Page 2

- Oversees Wellness Programming and attends meetings to coordinate initiatives; promotes wellness topics citywide.
- Administers and maintains current employee database and generates human resources related reports utilizing the automated Human Resource Information System.
- Oversees the hiring process to identify effective recruiting sources and maintains a viable application process in the changing legal and social media environment. Conducts new employee orientation.
- Processes and reports Workers’ Compensation injuries and accidents. Maintains Workers’ Compensation records, follows case progression and communicates with departments to arrange for light duty assignments and staff replacement.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Minimum Qualifications and Education/ Licenses and Certifications

Bachelor’s degree in Human Resources Management, Personnel Administration, Behavioral Science or related academic discipline supplemented by four (4) years of progressively responsible level experience in a Human Resources position, preferably in the public sector. PHR or SHRM-CP certification desired. Professional human resource experience with labor unions preferred. Specific human resource experience as defined in this classification may substitute on a year for year experience for the required education. Current Florida Driver License as required for the position.

Essential Physical Skills and Environmental Conditions

Task involves some physical effort in standing, bending, stooping, stretching and walking, or frequent moderate lifting (30 pounds); and standard dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard. Task is regularly performed without exposure to adverse environmental conditions. Task requires sound, visual, color, perception and discrimination. Task requires oral communications ability.

A City of Stuart Application for Employment can be obtained through our website (www.cityofstuart.us) or by visiting the Human Resources Department. Applications for employment must be sent or hand-delivered to the Human Resources Department.

The City of Stuart is a tobacco-free workplace. All applicants must attest that they have not used tobacco products for the preceding 3-month period from the date of application. Candidates chosen for positions with the City of Stuart must undergo pre-employment screening to include verification of their non-use of tobacco products in order to be considered for employment.