

SPOKANE COUNTY FIRE DISTRICT 8

Job Description



Job Title: Human Resources Manager
Division: Administration
Supervisor: Fire Chief

Job Summary:

The Human Resources Manager manages complex administrative and technical human resource functions of the Fire District. The Human Resources Manager supervises assigned staff and manages human resource functions while serving as a confidential employee for the Fire Chief. This is a full-time, FLSA Exempt, position.

Supervises:

Duties and Responsibilities:

1. Responsible for District-wide human resource functions to include but not limited to recruitment, retention and human resources compliance.
2. Responsible for District-wide employee benefit programs and analyze, coordination and distribution of written and verbal information to employees and dependents relative to employee benefit programs. Responsible for employee benefit program administration related invoices, contracts and statistical and budgetary reports.
3. Develop and present new employee orientation. Develop and prepare new employee packets and documentation. Ensure new employees complete the required documentation. Set up new or promoted employees in various software and reporting systems.
4. Responsible for on-boarding and off-boarding employees and providing education and documentation regarding post-separation benefits information including COBRA, post-medical retiree medical, etc.
5. Responsible for human resources activities such as research and analysis of employee salaries, benefits, policies and procedures.
6. Responsible to track changes to employee status including but not limited to personal information, position assignments and years of service.
7. Participate in the investigation and resolution of ongoing employee-relations matters and or compliance issues.
8. In conjunction with the Fire Chief, develop proposals and strategies for the collective bargaining process.
9. Prepare and maintain a variety of records, files and reports relative to human resources functions; establishes and maintains confidential employee records; purges and archives files and documents per RCW, WAC and CBA retention schedules.
10. Maintain appropriate data for employee injury, ADA and health care compliance and generation of required documentation. Ensure documentation is completed and distributed accurately.
11. Assist with the review, development and modification of policies, procedures, systems, and documentation, as appropriate to the development of the best practices within the division and district.
12. Serve on various committees within the scope of the assigned duties to include negotiations, labor management and when administration representation may be required.
13. May be required to provide customer service to citizens via walk-in, phone or electronic mediums.
14. Any other related assignments as directed by the Fire Chief or designee.

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Minimum Qualifications:

1. High school graduation or equivalent required. A bachelor's degree or greater from an accredited university or substantial coursework in human resources, or a related field is preferred. Any combination of experience, education and training that would provide the requisite knowledge, skills and abilities required to be successful in the position.
2. Five (5) years of progressively responsible human resources related work experience.
3. Demonstrated ability to exercise independent judgment and discretion.
4. Demonstrated ability to work independently to manage important business functions.
5. Demonstrated ability to effectively supervise assigned staff.
6. Demonstrated knowledge and use of business software to include, Word, Excel, etc.
7. Demonstrated acceptable skill levels in written and oral communications in the English language.
8. Possess and maintain a valid driver's license.
9. Must submit to a request for criminal and driving records check as set forth by District policy.

Working Conditions:

1. Human Resources Manager will generally work Monday-Friday, 8-5. Occasionally, will be required to work after normal business hours for meetings, events or during travel and training.
2. Working conditions are typically in an office, meeting environment or as determined by the Fire Chief.

Employment is Contingent Upon Passing the Following:

1. Panel interview
2. Fire Chief interview
3. Background and reference check
4. Criminal history