
Human Resources Manager

1419.1 HUMAN RESOURCES MANAGER PIERCE COUNTY FIRE PROTECTION DISTRICT NO. 21 JOB DESCRIPTION

TITLE: Human Resources Manager

GENERAL DEFINITION:

Under general direction, the Human Resources Manager (HRM) performs a variety of complex administrative, technical, accounting and professional work in directing and supervising the personnel systems of the District, including classification, compensation, recruitment and selection, labor relations, and risk management in compliance with state and federal labor laws. This is a full-time, FLSA Exempt, position.

SUPERVISION RECEIVED:

The Human Resources Manager reports, and is responsible, to the Deputy Chief of Administration.

SUPERVISION EXERCISED:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for the professional management and completion of all assigned human resources functions and projects.
- Develop and update District Human Resource Policies and Procedures including writing policies as required.
- Ensure compliance with Federal, State, and County requirements related to personnel (i.e., Fair Labor Standards Act, National Labor Relations Act, Americans with Disabilities Act, Department of Retirement Systems, Equal Opportunity Employment Commission, COBRA, Family Medical Leave Act, and other such agencies and mandates).
- Consult district's legal counsel to ensure that policies comply with federal and state law.
- Make budget recommendations for administration budget line-items, and for capital items.
- Monitor expenditures from assigned budget areas.
- Maintain a variety of complex and confidential records including employee personnel files and separate medical, occupational exposure, and evaluation files.
- Develop and coordinate recruitment, selection, promotion, and orientation processes, including coordination with the hiring supervisor, development and update of job

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descriptions, salary surveys, position postings, interview questions and/or assessment exercises, employment testing, and completion of all background and hiring processes.

- Notify employees and labor union representatives of changes in personnel programs.
- Develop proposals and strategies for collective bargaining processes and other personnel matters as needed.
- Participate in collective bargaining sessions with labor groups and management staff.
- Respond to and conduct personnel surveys.
- Provide and respond to requests for personnel information, verification of employment and other personnel information consistent with the Open Public Meetings Act and within public disclosure requirements.
- Represents organization at personnel-related hearings and investigations, seminars, and conferences.
- Provide for fair and competitive employee compensation program including development of job descriptions, performance appraisal tools, and classification of positions.
- Implement benefit programs (Paramedic Pay, Hazmat Pay, pension, health, etc.) consistent with labor agreements, and state and federal laws.
- Apply leave according to District Policy such as sick leave, Kelly Days, holidays and shift schedules.
- Calculate leave reimbursement to personnel for on-the-job injuries/illnesses, etc.
- Reconcile leave banks for light duty or transferred personnel.
- Audit employee leave banks annually and corrects discrepancies.
- Acts as liaison between Fire District and Department of Labor & Industries to ensure on-the-job firefighter injuries/illnesses are properly reported.
- Attend administrative and other meetings as required and participate on committees as requested.
- Maintain professional affiliations as appropriate and participate in professional activities to keep abreast of developments in human resource areas.
- Assist all employees with human resource needs and concerns (i.e., complaint investigations as assigned, career track planning, educational planning, and other HR functions, payroll/benefit related questions).
- Maintain a positive working relationship with other districts and governmental agencies, which allow exchanges of information and services.
- Perform all liaison functions between the Fire District and the Board of Volunteer Fire Fighters, including adding new members, pension and disability payments, processing injury reports and claims, and retirement paperwork, etc.

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- Oversee payroll-related employee benefit programs such as health/dental insurance, leaves, retirement, deferred compensation, employee assistance, etc.
- Research and implement computer programs to facilitate personnel actions in the District.
- Assist the Deputy Chief in ensuring consistency in the application of discipline.
- Conducts exit interviews.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge:

- Knowledge of the principles and practices of human resources administration, including knowledge of pertinent federal and state laws related to employment and compensation practices for public safety employers.

Skill Level:

- Skill in using computers and specific programs such as Word, Office, spreadsheets, etc.

Abilities:

- Ability to develop and manage administrative projects and to anticipate and respond to administrative and operational problems.
- Ability to thoroughly investigate sensitive HR issues. Must be able to follow-through in a confidential and diplomatic manner.
- Ability to communicate both verbally and in writing.
- Adept at problem solving.
- Ability to make decisions after collecting relevant information and to provide guidance on appropriate actions to take.
- Customer-service orientation—ability to convey a sincere willingness to be of service and/or open to resolving the situation at hand.
- Ability to successfully work independently given strategic direction.
- Ability to work effectively in a team environment.
- Ability to interact with others in a manner that is sensitive, calm, appropriate for the situation and unbiased.

EDUCATION AND EXPERIENCE:

- A minimum of five years Human Resource experience or equivalent that would provide the necessary level of knowledge and ability for this position.

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- A Bachelor's degree in Human Resources, Business Administration, Public Administration, or a closely related field or equivalent.
- Washington Notary Public required.
- Benefits Administration and Public Sector experience preferred.
- Society for Human Resource Management (SHRM) Certified Professional or Senior Certified Professional preferred.

SPECIAL REQUIREMENTS:

Must have a valid Washington State driver's license and a driving record acceptable to the District's insurance carrier standard.

TOOLS AND EQUIPMENT USED:

Office equipment

PHYSICAL DEMANDS:

This position must be able to operate a variety of office equipment and audio-visual equipment. While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand, walk, use hands to finger, handle, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, taste and smell.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

Work is generally performed in an office environment and requires an ability to multi-task while being positive and responsive to frequent and varied issues from members, staff, and the public. Competing priorities and time deadlines are an element of the position and must be recognized and successfully managed.

The examples of duties cited are intended only as an illustration of the various types of work performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.