



GRAHAM FIRE & RESCUE

PIERCE COUNTY FIRE PROTECTION DISTRICT 21

Executive Recruitment

- Human Resources Manager

The District

Pierce County Fire District #21, also known as Graham Fire & Rescue, is a junior taxing district of the State of Washington, serving 70 square miles of southern unincorporated Pierce County.



With fabulous views of Mount Rainier and just

minutes away from the Puget Sound, Graham is located on the fringes of Tacoma and Puyallup with a suburban northern end and a very rural southern end.

Founded in 1962, the District first operated out of the old bus garage at Kapowsin High School. In 1963, a new station was built just north of the railroad tracks on Meridian in Graham over the site of Benson's Hardware Store. Today, the District operates out of five staffed fire stations and one volunteer station with a daily minimum staffing level of 17 responders.

Graham Fire & Rescue is a combination department comprised of 70 career firefighters and firefighter/paramedics, 15 volunteer firefighters, the Fire Chief, 6 Administrative Chiefs and 10 Support, Education, Mechanic and IT personnel. Career firefighters and most volunteers are assigned to three shifts working a 24 hour Modified Detroit schedule. The District

still maintains a small respond-from-home volunteer group and an active volunteer support services.

In 2017, the District responded to 6968 calls for service. Calls for service include fire, rescue and medical aid, hazardous materials and water rescue response as well as paramedic transports to area hospitals.



The Human Resources Manager

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.

The following are some important duties of the position:

- 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.
- 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 descriptions, salary surveys, position postings, interview questions and/or assessment exercises, employment testing, and completion of all background and hiring processes.
- Provide for fair and competitive employee compensation program including development of job descriptions, performance appraisal tools, and classification of positions.
- 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).



Candidate Attributes

Knowledge, Skills and Abilities important for success:

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





Qualifications

The ideal candidate for this position will possess:

- A minimum of five years Human Resource experience or equivalent that would provide the necessary level of knowledge and ability for this position.
- A Bachelor's degree in Human Resources, Business Administration, Public Administration, or a closely related field or equivalent.
- Washington Notary Public required within 6 months of employment.
- Benefits Administration and Public Sector experience preferred.
- Society for Human Resource Management (SHRM) Certified Professional or Senior Certified Professional preferred
- Must have a valid Driver's License with the ability to obtain a Washington State Driver's license once employed, and a driving record acceptable to the District's insurance carrier guidelines.



Mission, Vision and Values

Mission Statement

"Serving Our Community: Professional, Accountable, Caring"

Our Vision

Exceed customers' expectations. Provide personnel with the necessary support, encouragement, skills, and tools for safe and effective job performance. Operate in the most efficient and fiscally responsible manner possible within available resources. Provide a healthy, happy, empowered, enthusiastic workplace free of harassment and discrimination. Be recognized as an outstanding resource to the community to enhance the quality of life. Foster a management/labor/volunteer/community partnership.

Our Values

Doing the "right thing" through trust, respect, integrity, commitment, and ethical professional service.



Pierce County Fire District #21 – Human Resources Manager

Salary Range: \$92,000 - \$115,000

Starting salary is dependent upon experience and qualifications. The District also includes an excellent benefits package.

Please submit a signed and completed application, resume and any other relevant supporting documentation

no later than 5:00PM PST on Monday, July 23, 2018

Application materials must be sent electronically, with return receipt request, to:
recruitment@esci.us