



# Northwest Fire District Position Description

## HUMAN RESOURCES SPECIALIST

<b>Reports to:</b>	Human Resources Supervisor	<b>FLSA:</b>	Non-Exempt
<b>Division:</b>	Human Resources	<b>Status:</b>	Full-Time
<b>Location:</b>	Administration	<b>Grade:</b>	85
<b>Reviewed:</b>	Norman K. Bradley III, Fire Chief	<b>Hourly Pay Range:</b>	Min \$19.688 Max \$27.909
<b>Supervises:</b>	None	<b>Revised:</b>	10/2018

*The statements below are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change and does not represent in any way a contract of employment.*

### POSITION SUMMARY

The Human Resources Specialist is responsible for focusing on the Human Resources (HR) systems, tracking, workforce mandated training, Open Enrollment, On-boarding, and required department and government reporting. This position supports additional HR activities and programs, such as recruitment, record retention and destruction, policy review, and job description updates. The incumbent is required to be available to work a flexible schedule, which may include weekends and/or evenings.

### ESSENTIAL FUNCTIONS

- Establish and maintain Human Resources Information System.
- Perform benefit changes to the online enrollment system.
- Analyze employment-related data and prepare required reports.
- Ensure tracking of all leave is updated and current.
- Present training on Federal, state and local laws, to include District policies and procedures to all staff.
- Coordinate pre-Open Enrollment planning, complex communication, implementation and execution with online enrollment vendor, insurance broker, finance, and District labor and management.
- Prepare EEO4, OSHA 300 Log, Centers for Medicare Services, 1095C, agency compensation/classification survey, governmental surveys, finance requests for workers compensation information, and professional fire associations survey.
- Hire employees and process hiring-related paperwork.
- Schedule and/or conduct new employee orientations.

- Maintain current knowledge of Equal Employment Opportunity (EEO) and affirmative action guidelines and laws, such as the Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), and Fair Labor Standards Act (FLSA).
- Maintain and update human resources documents, such as organizational charts, employee handbooks, directories, and performance evaluation forms.
- Preparing or maintaining employment records related to events, such as hiring, termination, leaves, transfers, or promotions, using human resources management system software.

Assist with the following HR functions:

- Conducting annual policy manual review and recommend necessary changes.
- Conducting annual job task analysis and position description assessment.
- Developing recruiting strategies to meet current or anticipated staffing needs.
- Performing searches for qualified job candidates, using sources such as computer databases, networking, Internet recruiting resources, media advertisements, job fairs, recruiting firms, or employee referrals.
- Reviewing and evaluating applicant qualifications.
- Informing job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working conditions, or promotion opportunities.
- Selecting qualified job applicants or refer them to managers, making hiring recommendations when appropriate.
- Reviewing employment applications to match applicants with job requirements.
- Contacting job applicants to inform them of the status of their applications.
- Conducting reference or background checks on job applicants.
- Ensuring that necessary employment termination paperwork is completed.
- Interviewing job applicants to obtain information on work history, training, education, and job skills.
- Scheduling or administering skill, intelligence, psychological, or drug tests for current or prospective employees.
- Evaluating recruitment or selection criteria to ensure conformance to professional, statistical, or testing standards, recommending revisions, as needed.

Knowledge of:

- Principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations, and personnel information systems.
- The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Administrative procedures and systems such as Word, managing files and records, designing forms, and other office procedures and terminology.
- Principles and processes for providing excellent customer service.

Skills in:

- Critical Thinking: Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Monitoring: Monitoring/Assessing performance of self, other individuals, or organizations to make improvements or take corrective action.
- Coordination: Adjusting actions in relation to others' actions.
- Speaking: Talking to others to convey information effectively.
- Active Listening: Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Complex Problem Solving: Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Management of Personnel Resources: Motivating, developing, and directing people as they work, identifying the best people for the job.
- Writing: Communicating effectively in writing as appropriate for the needs of the audience.
- Judgment and Decision Making: Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Persuasion: Persuading others to change their minds or behavior.
- Time Management: Managing one's own time and the time of others.
- Instructing: Teaching others how to do something.
- Negotiation: Bringing others together and trying to reconcile differences.
- Social Perceptiveness: Being aware of others' reactions and understanding why they react as they do.

Ability to:

- Communicate effectively, both orally and in writing, with a wide range of individuals and constituencies in a diverse community
- Make administrative/procedural decisions and judgments
- Analyze information and evaluate results to choose the best solution and solve problems.
- Observe, receive, and obtain information from all relevant sources.
- Handle complaints, settle disputes, resolve grievances and conflicts, and negotiate with others.
- Encourage and build mutual trust, respect, and cooperation among team members.
- Develop specific goals and plans to prioritize, organize, and accomplish your work.
- Develop constructive and cooperative working relationships with others and maintain them over time.
- Identify the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.
- Use relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- Keep up-to-date on changing local, state, and federal laws which affect the HR field.
- Get members of a group to work together to accomplish tasks.
- Identify the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.

## **MINIMUM EDUCATION, EXPERIENCE AND TRAINING**

An Associate Degree from an accredited college or university in Human Resources or in a closely related field is required, and two (2) years of full-time recent experience in Human Resources is required, and SHRM or HRCI Certification is preferred.

OR

A Bachelor's Degree from an accredited college or university in Human Resources or in a closely related field is preferred, and one (1) year of recent full-time experience in Human Resources is required, and SHRM or HRCI Certification is preferred.

## **ADDITIONAL REQUIREMENTS** (see "Definitions" for underlined word(s))

### **Driving Position:**

This position requires possession of a valid driver's license with an acceptable driving record for the pre-employment background check process.

Based on Arizona State Law (reference link below) requirements, upon the date of hire and throughout the period of employment, the employee must present and possess a valid Arizona Driver's License and maintain an acceptable driving record.

<http://www.azdot.gov/mvd/DLinfo.asp#ResidenDefinition>

### Definitions

1. **Acceptable Driving Record:** means that the driving record of the employee and/or volunteer has 3 points or less for the previous 12 months, or 16 points or less for the previous 36 months (as defined by the Department of Transportation, Motor Vehicle Division (MVD) (reference link below).  
<http://www.azdot.gov/mvd/driver/driverimprovement.asp>
2. **Driving Position:** means a job which requires operating a vehicle on District business or operating a District vehicle as part of its range of duties, which may be primary or secondary within the range of duties.
3. **Valid:** means that an individual's current driver's license is not expired, refused, cancelled, revoked, suspended, or restricted.
4. **Driving Level:** Secondary

Driving Levels for driving District vehicles or personal vehicles:

- a. Primary level is where the employee or volunteer drives either daily or weekly.
- b. Secondary level is where the employee or volunteer drives monthly or less frequently.

### **Driver's License Type:**

Operator License (Class D) (reference link below). An operator license allows you to drive any vehicle that does not require a motorcycle or commercial driver's license. You must be at least 18 years of age to apply for an operator license.

<http://www.azdot.gov/mvd/DLInfo.asp#Classes>

**Commercial Driver's License (CDL Endorsements):** None

**Automobile Insurance Requirement** (Refer to District Policy 5.4 Driver's License)

Employees who drive their personal vehicles for District business are required to have and maintain their current automobile insurance upon the date of hire and on an on-going basis.

**Safety Sensitive Position:** No

(Refer to District Policy 5.2 Drug and Alcohol Testing)

"Safety Sensitive Position" means any job designated by an employer as a Safety-Sensitive Position or any job that includes tasks or duties that the employer in good faith believes could affect the safety or health of the employee performing the task or others, including any of the following:

- (A) Operating a motor vehicle, other vehicle, equipment machinery or power tools.
- (B) Repairing, maintaining or monitoring the performance or operation of any equipment, machinery or manufacturing process, the malfunction or disruption of which could result in injury or property damage.
- (C) Performing duties in the residential or commercial premises of a customer, supplier, or vendor.
- (D) Preparing or handling food or medicine.
- (E) Working in any occupation regulated pursuant to A.R.S. Title 32, Professions and Occupations. (A.R.S. 2-493)

**Pre-employment Drug Testing Required:** No