



PERSONNEL SPECIALIST Job Specifications

DIVISION:	Administration
FLSA STATUS:	Exempt (Non-Safety)
REPORTS TO:	Fire Chief
SUPERVISION:	The Personnel Specialist will be under the general supervision of the Fire Chief. May make assignments and delegate work to support staff.
LOCATION:	Station 55 (Headquarters)
HOURS:	40-hour work week Monday through Friday. May be required to work additional hours as the need arises.

GENERAL SUMMARY

Under the general direction of the Fire Chief, the Personnel Specialist performs varied paraprofessional and technical duties in a variety of program areas including, recruitment and selection; employee relations; contract negotiations with employee bargaining groups; safety; maintenance of personnel policies and procedures; training and development; performance management; classification and compensation administration; coordinates the District's risk management program, wellness, and workers compensation functions; and other job-related duties such as prepare/present staff reports at board meetings; staff training; dispute resolution; and investigate complaints and grievances, as required.

DISTINGUISHING CHARACTERISTICS

The Personnel Specialist is a paraprofessional responsible for developing and managing human resource functions of the Fire District. The incumbent exercises independent judgment relating to the development, revision, and implementation of various policies and procedures, managing and administering various functions within the Fire District's personnel and human resources management program, to achieve effective utilization and development of District staff. This position is also responsible for providing professional assistance and guidance to District managers and supervisors regarding labor law and personnel policy compliance and provides a liaison role between District employees, management, and the Fire Chief.

ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

- Serves as Personnel Specialist for the District.
- Coordinates recruitment and selection activities to fill District vacancies including drafting/posting of job announcements, interview questions, rating panels, interpretation, and analyzing exam scores.
- Schedule, facilitate, and proctor written exams, assessment centers, etc.; conducts background investigations for new hires; coordinates various activities such as the Department of Justice/live-scan fingerprinting process, pre-placement medical examinations, psychological evaluations, and background checks.
- Conducts new employee orientation and exit interview packets and reviews paperwork for completeness.
- Participates in employer-employee labor relations activities and personnel policy development.
- Verify personnel action documents related to employee status changes and coordinate with the Finance Division on matters affecting employee pay or benefits.
- Ensures equal employment opportunity and maintenance of the district classification and compensation plan.
- Develops and recommends personnel policies and policy revisions to the Fire Chief.
- Maintains the uniformity of District personnel transactions and verifies that appointments from eligible lists comply with provisions of the Districts policies and procedures.
- Develops and maintains the employee appraisal performance standards, ensuring uniformity of application.
- Maintains personnel records; process and verify personnel action forms including changes, new hires, terminations, transfers, and salary adjustments.
- Performs scanning, indexing and filing of confidential documents including personnel files.
- Performs data collection, entry and analysis.
- Ensures compliance with Firefighter Bill of Rights, OSHA, Fair Labor and Equal Employment Opportunity, and other related laws and regulations.
- Analyzes training needs and assists management in the development of training programs to meet those needs.
- Develops orientation programs for new staff.
- Assists the Fire Chief with employer-employee relations and relationships with employee organizations, including compensation and benefit negotiations.
- Investigates complaints and grievances.
- Oversees administration for risk management, including liability and workers compensation claims and coordinates with Finance Division on any payroll implications.

- Maintain and help the Fire Chief administer of the District classification and compensation plan.
- Ensures proper investigations and responses to personnel complaints.
- Assists Fire Chief in administering employee benefit programs.
- Reviews incoming correspondence and other written data delegated or assigned by the Fire Chief and prepares replies or other necessary actions back to, or as directed by, the Fire Chief.
- Confer with, and provide assistance to appropriate staff or officers in matters of personnel, as may be necessary, in Fire District human resource matters.
- Attend, as may be deemed necessary by the Fire Chief, Fire District Board meetings.
- Maintain a procedural desk manual and provide up-to-date human resource information to the Fire Chief and other supervisory personnel.
- Recommend priorities to provide information for and evaluate activities and methods to ensure performance consistent with the planning, programming and implementation of personnel policies.
- Develop and maintain a system that will facilitate the furnishing of up-to-date information for use by the administration in determining trends, and anticipating needs and problems.
- Represents the District as delegated by the Fire Chief.

The employee shall at all times, keep their work area organized, clean and neat; and shall keep office equipment clean and properly maintained.

The Personnel Specialist shall produce legible and accurate reports, written, typed, or calculated. He/she may perform various other clerical tasks including typing, filing, processing and maintaining records, composing and editing reports and correspondence.

The Personnel Specialist will be expected to maintain a good working relationship with other clerical and staff members; be helpful and cheerful and be willing to perform other duties as required.

Performs related duties as required.

CORE VALUES

Ethics, Integrity and Trust: The employee adheres to an appropriate and effective set of core values during both good and bad times; Is trusted and widely seen as truthful; Makes presentations in an appropriate and helpful manner; Keeps confidences, admits mistakes, and doesn't misrepresent him/herself for personal gain; Practices what he/she preaches.

Customer Focus: The employee is dedicated to meeting the needs of both internal and external customers; Acts with customers in mind; Establishes and maintains effective

relationships with customers, and gains their trust and respect; Gets first-hand customer information and uses it for improvements to services and processes; Maintains compassion and empathy for the community served by NCFPD.

Shared Vision and Purpose: The employee is optimistic and shares a compelling sense of core purpose with the team; Can inspire and motivate others to rally support behind the vision of NCFPD.

Learning and Decision Making: The employee learns quickly when facing new problems and enjoys the challenge of unfamiliar tasks; Analyzes both successes and failures for improvement; Is open to change; Is able to make effective decisions under tight deadlines and pressure.

Informing Others: The employee provides the information people need to know to do their jobs and to regularly make others feel good about being a member of the team; Provides timely information that allows others to make accurate decisions.

Work/Life Balance: The employee maintains a conscious balance between work and personal life so that one doesn't dominate the other; Has a positive attitude and constructive sense of humor to appropriately ease tension; Encourages others to maintain healthy personal and professional relationships.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	0 – 24%	25 – 49%	50 – 74%	75 – 100%
Seeing: must be able to read a computer screen and paper documents.				X
Hearing: must be able to hear well enough to communicate in person and over the telephone with customers, coworkers, and industry contacts.				X
Talking: must be able to convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.				X
Sitting:				X
Repetitive Motions: must have substantial movements (motions) of the wrists, hands, and/or fingers.				X
Fingering/Grasping/Feeling: must be able to write, type, and use phone system.				X
Standing/Walking			X	
Climbing/Stooping/Kneeling		X		
Lifting/Pulling/Pushing	X			

- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 51 pounds.

SAFETY COMPLIANCE

Safety is an integral part of our business and the responsibility for safety extends to every employee. Your responsibility toward safety at the workplace includes, but is not limited to:

Proactive involvement in the District's Safety Program, including compliance with all rules and regulations.

Use safe work practices while performing all duties.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position functions both indoors in a controlled office environment and outdoors with exposure to inclement weather.

The noise level in the work environment is usually moderate.

Local travel is required.

MINIMUM QUALIFICATIONS

Education and/or Experience:

Graduation from an accredited college or university with a Bachelor's Degree in a discipline or area related to Human Resources; supplemented by two (2) to three (3) years of responsible Human Resources experience. Additional years of experience may substitute for education in an unrelated discipline.

Knowledge of:

- Principles and practices of public sector human resources and labor relations, including administrative analysis, recruitment and selection, classification and compensation, equal employment opportunity, employer-employee relations, and policy/program development.
- Principles, laws, rules, and regulations related to safety and risk management.
- Laws, rules, and ordinances governing public agency personnel processes and

procedures.

- Research and evaluation methodologies.
- Sound customer service practices and procedures.
- Employee development and training.
- Principles of supervision and employee evaluation.
- Microsoft Office Programs related to office and support work such as Microsoft Word and Excel.
- Creating and/or formatting documents and forms.
- Filing and record-keeping procedures.
- Letter and report writing.
- Office equipment including computer, printer, scanner, fax machine, telephone, shredder, etc.

Ability to:

- Recognize program needs and develop strategies to implement more efficient systems and procedures.
- Plan, organize, direct, coordinate, and manage the human resources functions of the District.
- Exercise initiative, creativity and sound judgment in solving difficult administrative, technical and human resource problems.
- Accurately and thoroughly complete assignments under the pressure of deadlines while effectively handling multiple assignments at the same time.
- Provide supervision, training, and work evaluation for assigned staff.
- Maintain coordination for District Safety and Risk Management.
- Formulate, implement, and evaluate personnel and labor relations systems and procedures.
- Collect and analyze data on a variety of technical, analytical, and administrative topics.
- Communicate effectively, verbally and in writing, in a variety of settings.
- Prepare comprehensive technical reports and recommendations.
- Effectively represent District policies, programs, and services with employees, contractors, representatives of other agencies, and the public.
- Consistently utilize exceptional human relation skills on a diverse group of employees, associates, and members of the public.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Bachelor's Degree from an accredited college or university in human resources or related discipline such as, personnel administration, management, business administration, psychology; and 2-3 years of increasingly responsible experience in the development and administration of public sector personnel programs, including at least two years in a management or supervisory capacity. A SPHR certificate is desirable, but not required.

Conditions of Employment:

Possession of a valid California Class "C" Driver's License may be required at time of appointment.

This position requires the ability to read, write, speak, and understand the English language at a level adequate to perform the job.

This position requires that the individual pass a live scan background.

This position requires the individual to successfully complete an annual job performance evaluation.

Bilingual abilities preferred to meet community needs or operational needs.

NOTE: The Fire Chief reserves the right to alter the minimum qualifications (MQs) if it becomes necessary to attain a reasonable applicant pool.

Special Requirements:

The Personnel Specialist is an unclassified position in which the incumbent serves at the will of the District Fire Chief.

Vaccinations: If the North Central Fire Protection District declares that vaccination(s) for any declared health hazard is required for the immediate protection of the public peace, health, and safety for the following reasons: According to the Center for Disease Control, and/or the Fresno County Department of Public Health, determines existing conditions pose a significant public health risk. The District must provide a safe and healthy workplace, consistent with public health guidance and/or legal requirements, to protect its employees and the public as it continues to provide services. All Employees shall have the right to petition for a medical or religious exemption to be evaluated on a case-by-case basis, consistent with District procedures for reasonable accommodation requests. Documentation prescribed by the District shall be required.

Tobacco Product Use: Employees will not smoke, vape (electronic cigarette or similar device), or use any tobacco product while on duty or representing the District. Employees shall sign an agreement acknowledging that they have read and understood these requirements. Said understanding will be maintained in the employee's personnel file and/or the District's software database.

ACKNOWLEDGEMENT

I have read and understand and agree to the responsibilities and requirements of the job. I further understand that the duties and responsibilities herein describe the general nature of the job and are subject to change or modification with or without notice by the District as the needs of the District requirements of the job change. My supervisor may add, delete, assign, transfer, or alter duties as necessary or deemed appropriate.

Employee Name: _____ Signature _____ Date _____

Supervisor Name: _____ Signature _____ Date _____

APPROVED: _____ DATE: _____
FIRE CHIEF

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