



HUMAN RESOURCE MANAGER

Job Specifications

DIVISION:	Administration
FLSA STATUS:	Exempt (Non-Safety)
REPORTS TO:	Fire Chief
SUPERVISION:	The Human Resource Manager 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 Human Resource Manager performs 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.

This position is highly collaborative in nature and work is primarily performed on-site at our headquarters office. Consistent, reliable on-site attendance is required.

DISTINGUISHING CHARACTERISTICS

The Human Resource Manager 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 Human Resource Manager for the District.
- Work Schedule expectation includes being available onsite during normal business hours to meet the HR needs of the District's members and staff.
- 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 performance appraisal 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 the Firefighter Bill of Rights, OSHA regulations, Fair Labor Standards Act, 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.

- 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 timely, effective investigations and responses to personnel complaints and grievances.
- 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, as necessary, regarding Fire District human resource matters.
- Attend, as may be deemed necessary by the Fire Chief, Fire District Board meetings.
- Develop and 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.

ADDITIONAL RELATED DUTIES

- Keep work area organized, clean and neat; and keep office equipment clean and properly maintained.
- Produce legible and accurate reports, written, typed, or calculated, and perform various other administrative tasks including typing, filing, processing and maintaining records, composing and editing reports and correspondence.
- Maintain a good working relationship with other clerical and staff members; maintain a professional, courteous, and helpful demeanor with others.
- Other tasks, projects, and assignments 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.

Long Distance travel may be required for training and/or seminars.

MINIMUM QUALIFICATIONS

Education and/or Experience:

- Bachelor's Degree in Human Resources or a related field from an accredited college or university
- Supplemented by two (2) to three (3) years of human resources experience.
- Additional years of human resources-related experience and/or relevant certifications may be considered as a substitute for educational qualifications at the discretion of the Fire Chief.
- A Senior Professional in Human Resources (SPHR) certificate is desirable, but not required.

KNOWLEDGE OF

- Firefighters Bill of Rights (FFBOR) and related investigation and progressive discipline requirements.
- Fire service or paramilitary organizational structure and chain of command.
- Union negotiation structures and processes.
- 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 that would likely provide the required knowledge and abilities may be considered qualifying.

A Senior Professional in Human Resources (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. Bilingual abilities preferred to meet community needs or operational needs.

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

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

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 Human Resource Manager 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 _____

APPROVED: _____ DATE: _____
FIRE CHIEF

Original TVH:aaf 10/11/23
Revised: TVH:aaf 01/16/24
Revised: KC:aaf 06/15/26