



Human Resource Generalist Job Specifications

DIVISION:	Administration
FLSA STATUS:	Non-Exempt (non-safety)
REPORTS TO:	Fire Chief
SUPERVISION:	Exercises no supervision
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 Resources Generalist performs professional and technical human resources duties across a broad range of programs, including recruitment and selection, onboarding and separation, employee relations, personnel records, benefits and leave administration, payroll coordination, performance management, training and development, workers' compensation and risk management support, personnel policy administration, and compliance with applicable employment laws, regulations, and District policies.

The Human Resources Generalist provides day-to-day human resources support to District employees, supervisors, and administration and works closely with the Fire Chief, Payroll Specialist, Finance Division, and other District personnel to ensure human resources matters are handled accurately, consistently, confidentially, and in a timely manner.

This is a professional-level, non-supervisory position requiring independent judgment, discretion, sound organizational skills, and the ability to manage multiple human resources functions in a public-sector environment. Work is primarily performed on-site at the District's headquarters office, and consistent, reliable on-site attendance is required.

DISTINGUISHING CHARACTERISTICS

The Human Resources Generalist is a professional-level, non-supervisory position responsible for coordinating and administering a broad range of human resources programs and activities for the Fire District.

The incumbent exercises independent judgment in carrying out assigned responsibilities, maintaining confidentiality, interpreting and applying established policies and procedures, identifying matters requiring management attention, and providing accurate information and recommendations to the Fire Chief and District staff.

The Human Resources Generalist serves as a primary day-to-day resource for employees and supervisors regarding routine human resources matters and provides administrative and technical support to the Fire Chief concerning employee relations, personnel policies, recruitment, compensation, benefits, compliance, labor relations, and other personnel matters.

The position does not have direct supervisory responsibility and does not independently represent the District in collective bargaining or labor negotiations. The Generalist may conduct research and provide information, documentation, data, and administrative support to the Fire Chief regarding labor relations and employee organizations.

ESSENTIAL DUTIES

The following duties represent the principal functions and responsibilities of the position. They are not intended to be an exhaustive list. The incumbent may be assigned other related duties consistent with the classification and operational needs of the District.

Recruitment and Selection

- Coordinates recruitment and selection activities for District vacancies, including preparing and posting job announcements, coordinating applications, scheduling interviews, preparing interview materials, coordinating rating panels, and maintaining recruitment records.
- Assists with written and oral examinations, assessment processes, and other selection procedures, including scheduling, preparing materials, proctoring examinations, compiling results, and maintaining appropriate documentation.
- Coordinates applicant communications throughout the recruitment and selection process and responds to routine questions regarding applications, examinations, interviews, and employment requirements.
- Coordinates pre-employment requirements, including background investigations, criminal records searches, Department of Justice/Live Scan fingerprinting, credit checks, Personal Integrity (PI) assessments, pre-placement medical examinations, psychological evaluations, and other required screenings.
- Ensures recruitment and selection activities are administered consistently and in accordance with District policies and applicable laws and regulations.

Onboarding and Separation

- Coordinates the complete new employee onboarding process, including required employment documentation, benefits enrollment, orientation, personnel file establishment, and coordination with appropriate District personnel.

- Conducts or assists with new employee orientation and ensures required new hire documentation is complete and accurate.
- Coordinates employee exit and separation processes and maintains appropriate documentation.
- Coordinates the timely completion of personnel and administrative requirements associated with appointments, transfers, promotions, status changes, and separations.

Personnel Records, HRIS, and Reporting

- Maintains accurate, organized, and confidential personnel files and employment records in accordance with District policies and applicable laws and regulations.
- Processes, reviews, and verifies personnel action forms and related documentation for new hires, appointments, promotions, transfers, salary changes, status changes, leaves, and separations.
- Maintains employee information in HR information systems and databases and performs data entry, record maintenance, and routine reporting.
- Develops and maintains organized electronic and physical filing systems.
- Develops and maintains systems for tracking personnel actions, recruitment activities, employee records, training, performance evaluations, benefits, leave, compliance requirements, and other HR activities.
- Performs data collection, entry, analysis, and preparation of reports related to personnel and human resources activities.
- Develops and maintains an organized Human Resources procedural and reference manual to support consistent administration of District personnel practices.
- Ensures personnel records and HR information are maintained accurately, securely, and confidentially.

Payroll, Compensation, Benefits, and Leave

- Coordinates with the Payroll Specialist and Finance Division regarding personnel actions and employment matters affecting payroll and employee compensation.
- Reviews personnel changes affecting payroll for accuracy, including effective dates, salary changes, leave adjustments, benefit changes, and other employment actions.
- Ensures required approvals and supporting documentation are complete before authorized personnel changes are processed.
- Assists with employee benefit administration, including enrollment, qualifying life events, employee communications, and coordination with benefit providers.
- Assists with administration of employee leave programs, including vacation, sick leave, holidays, and other applicable leaves.
- Coordinates with the Payroll Specialist and Finance Division regarding benefits, deductions, leave balances, and other personnel matters affecting payroll or employee compensation.
- Provides accurate information and administrative support concerning compensation, benefits, leave, and related personnel matters.

Employee Relations and Workplace Investigations

- Serves as a day-to-day resource to employees and supervisors regarding routine human resources and employee relations matters.
- Assists the Fire Chief and supervisors with employee relations matters by gathering information, researching applicable policies and procedures, preparing documentation, and coordinating meetings.
- Assists with personnel complaints, grievances, and workplace investigations as directed by the Fire Chief, including gathering documentation, coordinating interviews, maintaining confidential records, and preparing supporting materials.
- Identifies employee relations issues or concerns requiring management attention and appropriately elevates those matters to the Fire Chief.
- Maintains impartiality, professionalism, and confidentiality when handling sensitive employee matters.

Performance Management

- Coordinates the District's employee performance appraisal process, including maintaining appraisal schedules, distributing forms, tracking completion, and maintaining related records.
- Assists supervisors with performance management processes and related documentation as directed.
- Provides information and administrative support concerning performance evaluations and related personnel processes.
- Identifies recurring administrative or process issues related to performance management and brings them to the attention of the Fire Chief as appropriate.

Training and Development

- Assists with employee training and development activities, including coordinating training, scheduling participants, maintaining training records, and communicating training opportunities.
- Maintains accurate training and certification records as required.
- Coordinates training-related communications and administrative requirements.
- Attends training and professional development activities as appropriate to maintain current knowledge of human resources practices, laws, regulations, and technology.

Compliance, Policy, Workers' Compensation, and Risk Management

- Maintains awareness of applicable federal and California employment laws, regulations, and administrative requirements.
- Assists the District with compliance requirements, including, as applicable, the Fair Labor Standards Act, Equal Employment Opportunity requirements, OSHA requirements, the Firefighter Bill of Rights, and other employment-related laws and regulations.
- Conducts research and provides information to the Fire Chief regarding employment laws, regulations, personnel practices, policies, compensation, benefits, and other human resources matters.

- Assists with administration of District personnel policies and procedures and identifies areas that may require clarification, revision, or updating.
- Assists with workers' compensation and other employment-related claims by coordinating documentation, maintaining records, communicating with employees and supervisors, and following up with applicable agencies, providers, or representatives.
- Supports District risk management and workplace safety efforts as they relate to human resources responsibilities.
- Identifies potential compliance concerns and appropriately refers matters requiring management, legal, or specialized review to the Fire Chief.

Labor Relations and Employee Organizations

- Assists the Fire Chief with research and preparation concerning employee organizations, labor relations, compensation, benefits, and other personnel matters.
- Provides research, documentation, data, and administrative support to the Fire Chief in preparation for meetings or discussions involving employee organizations.
- Assists in compiling information and maintaining records related to labor and employee organization matters.
- Does not independently negotiate collective bargaining agreements or make commitments on behalf of the District regarding labor relations matters unless specifically authorized by the Fire Chief.

General HR Administration and Communication

- Provides day-to-day professional human resources support to employees, supervisors, and administration.
- Provides timely and accurate information to the Fire Chief and supervisory personnel regarding personnel matters, HR activities, trends, and potential issues requiring management attention.
- Reviews incoming correspondence and other written materials delegated or assigned by the Fire Chief and prepares responses, documentation, or other necessary actions as directed.
- Prepares, composes, proofreads, and edits correspondence, reports, forms, notices, spreadsheets, personnel documents, and other HR-related materials.
- Maintains accurate and organized electronic and physical records and filing systems.
- Attends District Board meetings when requested by the Fire Chief and provides administrative or technical support related to human resources matters.
- Represents the District in routine HR-related matters when specifically delegated by the Fire Chief.
- Provides professional, courteous, and responsive service to employees, applicants, supervisors, District officials, employee organizations, outside agencies, and members of the public.
- Maintains a professional working relationship with District staff and other divisions.
- Performs other related tasks, projects, and assignments as required.

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 administrative tasks including typing, filing, scanning, indexing, processing, and maintaining records.
- Compose, proofread, and edit correspondence, reports, forms, notices, and other HR-related documents.
- Maintain accurate and organized electronic and physical filing systems.
- Maintain a professional, courteous, and helpful demeanor with employees, applicants, supervisors, District officials, and members of the public.
- Maintain a good working relationship with other District staff and divisions.
- Maintain confidentiality and exercise discretion when handling sensitive employee and District information.
- Attend training and professional development activities as appropriate to maintain current knowledge of human resources practices, laws, regulations, and technology.
- 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 clues to 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 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 accommodation 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 accommodation 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:

- Associate's degree in Human Resources, Business Administration, Public Administration, or a related field, and two (2) years of progressively responsible HR experience; or four (4) years of directly related HR experience may substitute for the associate's degree, at the discretion of the Fire Chief.
- Additional education, training, professional certifications, and directly related experience may be considered in determining the applicant's qualifications.

LICENSES AND CERTIFICATIONS:

- Possession of, or ability to obtain, a valid California driver's license may be required depending upon District requirements.
- PHR, SHRM-CP, or other relevant human resources certification is desirable, but not required.

KNOWLEDGE OF:

- Principles and practices of human resources administration.
- Recruitment and selection practices and procedures.
- Employee onboarding and personnel administration.
- Employee relations principles and practices.
- Federal and California employment laws, regulations, and administrative requirements.
- Personnel records management and confidentiality requirements.

- Employee benefits and leave administration.
- Basic payroll and compensation practices as they relate to personnel actions.
- Performance management and employee evaluation practices.
- Training and employee development practices.
- Workers' compensation and workplace safety practices.
- Human resources information systems and computerized recordkeeping.
- Microsoft Office applications, including Word, Excel, Outlook, and related software.
- Basic principles of public-sector human resources administration and governmental operations.
- The Firefighter Bill of Rights, fire service organizational structure, and employee organization practices are desirable.

ABILITY TO:

- Perform professional-level human resources duties accurately, independently, and in a timely manner.
- Interpret and apply District policies, procedures, and applicable laws and regulations.
- Maintain strict confidentiality and exercise sound judgment when handling sensitive personnel matters.
- Organize and prioritize multiple assignments and meet established deadlines.
- Research HR issues and present information clearly and accurately.
- Identify issues requiring management attention and appropriately elevate those matters to the Fire Chief.
- Establish and maintain effective working relationships with employees, supervisors, District officials, applicants, employee organizations, and outside agencies.
- Communicate effectively, both orally and in writing.
- Prepare accurate correspondence, reports, spreadsheets, personnel documents, and other written materials.
- Use HR information systems and standard office technology effectively.
- Work independently while recognizing when consultation or direction from the Fire Chief is appropriate.
- Handle confidential and potentially sensitive employee matters with professionalism, discretion, and impartiality.
- Adapt to changing priorities and effectively manage multiple HR responsibilities.
- Attend meetings and perform work outside of normal business hours when required by the needs of the District.

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 background and credit check and a 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 if it becomes necessary to attain a reasonable applicant pool.

SPECIAL REQUIREMENTS:

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 Centers 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.

The Human Resource Generalist is an unclassified position in which the incumbent serves at the will of the District Fire Chief.

Human Resources Generalist
Classification Specification
Approved by: Fire Chief
Effective Date: 10/1/2026