



JOB ANNOUNCEMENT

Human Resource Manager

Annual Salary Range: \$86,875 - \$139,650

The District will be accepting applications for a Human Resource Manager to fill a vacancy. Applicants must meet the minimum qualifications as specified in the Human Resource Manager Job Specifications [Career Opportunity - North Central Fire Protection District](#). The exam process will include an application and resume review, and oral interview.

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.

Key Responsibilities

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

- Coordinates recruitment and selection activities to fill District vacancies including drafting/posting of job announcements, interview questions, rating panels, proctoring written exams, interpretation, and analyzing exam scores.
- Coordinates pre-employment background investigation activities including criminal records searches, pre-placement medical examinations, and psychological evaluations.
- Conducts new employee onboarding process and ensures complete and accurate new hire paperwork.
- Coordinates with the Finance Division on matters affecting employee pay or benefits.
- Maintain and support the Fire Chief in administering the District classification and compensation plan in compliance with applicable laws and District policies
- 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.
- 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.
- 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.
- Ensures timely, effective investigations and responses to personnel complaints and grievances.
- Assists Fire Chief in administering employee benefit programs.
- Performs general administrative tasks including processing personnel actions forms, maintaining organized personnel files, and HR-related data collection.
- Confer with and provide assistance to appropriate staff or officers, as necessary, regarding Fire District human resource matters.

- Attends, as may be deemed necessary by the Fire Chief, Fire District Board meetings.
- 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.

Ideal Candidate Qualifications

- 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.
- A Senior Professional in Human Resources (SPHR) certificate is desirable, but not required.
- Knowledge of the Firefighter's Bill of Rights, fire service or paramilitary chain of command, and experience with union negotiation structures highly preferred.

District Benefits

- PARS Retirement System – District-participating retirement program.
- Vacation Leave (Full-Time): 40-hour employees with up to five years of service accrue 80 hours (two weeks) of vacation annually.
- Sick Leave (Full-Time): 40-hour employees accrue 8 hours of sick leave per month.
- Holidays: Ten (10) District-observed holidays plus two (2) half-day holidays.
- Health, Dental, and Vision Insurance: The District contributes 80% of the premium, up to a \$1,900 monthly cap; employees pay the remaining 20%.
- Life Insurance: District-provided life insurance coverage.

How to Apply

Applications are available online at www.northcentralfire.org/career-opportunity to begin the submission process.

This recruitment is Open Until Filled. The District may close the recruitment at any time once a sufficient number of qualified applications have been received.

Applicants must submit at the time of filing:

- A completed District employment application
- A resume detailing relevant experience
- (Optional) A cover letter describing interest in the position

Incomplete applications may not be considered.

Applications may be submitted by email, hr@northcentralfire.org, in person, or by postal delivery to:

North Central Fire Protection District
15850 W. Kearney Blvd.
Kerman, CA 93630

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

All questions concerning the examination process should be directed to hr@northcentralfire.org.

North Central Fire Protection District is an Equal Opportunity Employer.