



JOB ANNOUNCEMENT

PERSONNEL SPECIALIST

Salary Range: \$57,060 - \$64,791/annual

Application Period

OPENING DATE: September 11, 2023

CLOSING DATE: Open Until Filled

The District will be accepting applications for a Personnel Specialist to fill a vacancy. The exam process will include an application, resume review, and oral interview. Applicants must meet the minimum qualifications as specified in the Personnel Specialist [Job Specifications](#).

Job Definition:

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. See Personnel Specialist Job Specification dated 08/05/2023 at www.NorthCentralFire.org/Careers.

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

Job Specifications:

All Distinguishing Characteristics, Essential Duties, Conditions of Employment, Special Requirements, and Minimum Qualifications (This list of sample job duties and responsibilities is neither inclusive nor exclusive of the essential functions for this class).

Essential Duties and Responsibilities:

(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.

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- 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.

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- 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.

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			

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- 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.

District Employee Benefits:

Health, dental, and vision insurance: District provides 80%, employee 20% of monthly premium. District has a cap of \$1,600 monthly.

Retirement: Defined Benefits Plan (Pension) – District Contributes 12.72% of monthly base salary.

Deferred Compensation Plan 457(b) – The District manages a deferred compensation plan that employee may make voluntary contribution.

Life Insurance: Employer paid Group Life Insurance and AD&D Insurance.

Employee paid Group Life Insurance, AD&D Insurance, and Long-term Disability Insurance.

Vacation Leave: Two weeks per year (80hours) Sick Leave: Eight hours a month.

Holidays: Ten District-observed holidays, plus two half days (88 hours) annually.

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.

Valid California Driver's License at the time of appointment.

Probationary Period:

All appointees to the position of Personnel Specialist must successfully complete a probationary period as defined in the District's Administrative Manual;

Probationary Employees: All probationary employees must be evaluated by their supervisor during probation. All 40-hour employees shall complete 2,080 regular time hours of evaluation and complete twelve (12) written probationary evaluations.

Examination Process:

The exam process will include an application, resume review, and oral interview.

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Selection Process:

Those candidates that are successful in the above process and placed on a hiring list, will be required to participate in a Fire Chief oral interview, for the final selection.

Selected applicants will be required to:

- Successfully pass an interview
- Complete Personal History Statement and successfully pass a background investigation

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 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.

Application Submission:

Applications are available at <https://northcentralfire.org/careers/>. A candidate can mail or hand deliver a completed application with supporting documents to North Central Fire Protection District, Personnel Department, 15850 W Kearney Blvd., Kerman CA. 93630. If you have any questions please feel free to call (559) 878-4550.