



JOB ANNOUNCEMENT

HUMAN RESOURCE GENERALIST

Annual Salary Range: \$68,004 – \$82,659

The District will be accepting applications for a Human Resources Generalist to fill a vacancy. Applicants must meet the minimum qualifications as specified in the [Human Resource Generalist](#) Job Specifications.

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

The Human Resources Generalist is a professional-level position responsible for performing and coordinating a broad range of human resources activities in support of the District's employees and operations. The position works closely with the Fire Chief, District leadership, supervisors, employees, applicants, employee organizations, and the Finance Division to provide timely, accurate, and consistent human resources services.

This position is highly collaborative, and work is primarily performed on-site at the District headquarters. Consistent, reliable on-site attendance is required.

Key Responsibilities

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

- Coordinate recruitment and selection activities, including job postings, interviews, examinations, and pre-employment requirements.
- Manage the new employee onboarding process, ensuring required employment documentation, benefits enrollment, orientation, and personnel files are completed accurately and timely.
- Maintain accurate and confidential personnel records, including HRIS information, personnel actions, and employment documentation.
- Coordinate personnel and payroll-related transactions, including new hires, promotions, transfers, salary changes, benefit changes, and separations.
- Assist with employee benefits and leave administration, including enrollment, employee communications, leave tracking, and coordination with payroll and benefit providers.
- Support employee relations and workplace investigations, including gathering information, preparing documentation, and maintaining confidential records.
- Assist with employment compliance and risk management, including researching applicable federal and California employment laws, maintaining required documentation, and supporting workers' compensation and other employment-related claims.
- Coordinate performance management, training, and employee development programs.

- Provide HR research, analysis, and administrative support to the Fire Chief on personnel policies, compensation, benefits, employee organizations/labor relations, and other human resources matters.
- Provide responsive HR support to employees, supervisors, applicants, and District administration, answering routine questions, preparing HR documents and reports, tracking deadlines and compliance requirements, and maintaining a high level of confidentiality.

Ideal Candidate Qualifications

- 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.
- Experience in a broad range of human resources functions, including recruitment and selection, onboarding, employee relations, benefits administration, personnel records, leave administration, and employment law compliance is highly desirable.
- PHR, SHRM-CP, or other relevant human resources certification is desirable, but not required.
- Experience working in a public agency, special district, fire service, governmental organization, or other highly regulated environment is desirable.
- Knowledge of California and federal employment laws, regulations, and human resources practices is desirable.
- Experience providing support related to labor relations or collective bargaining is desirable, but not required.
- Ability to maintain strict confidentiality and exercise sound judgment when handling sensitive personnel matters.
- Strong organizational skills and attention to detail, with the ability to manage multiple priorities and meet established deadlines.
- Ability to establish and maintain effective working relationships with employees, supervisors, applicants, management, employee organizations, and outside agencies.
- Ability to independently organize and prioritize work while exercising sound judgment regarding routine human resources matters.
- Proficiency with Microsoft Office applications, including Word, Excel, and Outlook, and the ability to learn and effectively use HR information systems.

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:

- 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

A resume and all supporting documentation must be submitted at the time of filing.

Applicants who submit a complete application package will receive written confirmation.

Applicants selected to move forward in the process must complete a work-style assessment.

This position requires the successful completion of a background check, credit check, and DOJ Live Scan.

Please direct all questions about the recruitment process to hr@northcentralfire.org.

North Central Fire Protection District is an Equal Opportunity Employer.