



**EL DORADO HILLS FIRE DEPARTMENT
invites applications for the position of:**

Human Resources Specialist

SALARY:	\$32.04 - \$38.94 Hourly \$5,553.60 - \$6,749.60 Monthly \$66,643.20 - \$80,995.20 Annually
DEPARTMENT:	Administration Office
DIVISION:	Human Resources
OPENING DATE:	05/03/22
CLOSING DATE:	05/23/22 05:00 PM
DESCRIPTION:	

** The salary posted for this position includes a 2.5% COLA scheduled for July 12, 2022.*

Under general supervision of the Human Resources Director, this position performs administrative, detailed, confidential, technical, and complex duties requiring employee to regularly exercise both discretion and independent judgment. Performs assignments in the areas of recruitment and selection, promotional examinations, employee benefits, workers' compensation and leave administration, policies and procedures, risk management, classification and compensation, employee development, training, record maintenance, special projects, or assignments; provides administrative support to the Human Resources Director; performs other related duties as assigned.

CLASS CHARACTERISTICS

Receives general supervision from the Director of Human Resources.

EXAMPLES OF ESSENTIAL DUTIES:

DUTIES AND RESPONSIBILITIES

Note: The following duties are intended only as illustrations of the various types of work that may be performed. The omission of a specific statement on duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Each individual in the classification does not necessarily perform all the duties listed. Employees may perform other related duties at an equivalent level as required. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

EXAMPLE OF DUTIES

Duties may include, but are not limited to:

- Performs a variety of responsible paraprofessional, technical, and administrative human resources support duties requiring the application of procedural, program, and compliance knowledge.
- Performs technical recruitment and selection activities; confers with the assigned supervisor regarding job content, desired selection processes, potential recruitment sources, and raters; drafts job announcements, informational brochures, and advertisements; conducts application screening; prepares applicant notification letters and informs candidates through all steps of the selection process.
- Compiles various types of testing documents; assists in obtaining oral exam and assessment center rating panel members and instructs the panel on proper procedures; proctors written and oral

- exams; scores exams; recommends appropriate pass points; and administers the establishment and maintenance of eligibility lists.
- Assists with promotional testing processes; prepares job announcements, reviews applications for minimum requirements, prepares test/interview packets, schedules interviews, meetings, tests, etc.
 - Provides information to employees regarding wages, benefits, department procedures, and District policies; responds to inquiries from other agencies.
 - Reviews, verifies, enters, and corrects entries into human resources information systems.
 - Coordinates administrative background check procedures; communicates with the occupational health consultant regarding the processing of medical exams for prospective employees.
 - Conducts new employee orientations and processes all documentation for new employees; provides instruction on enrollment forms, reviews forms for accuracy and completeness, and answers employee questions; processes benefit enrollment information; assists in the development of benefits-related communication material.
 - Creates, revises, and interprets policy and administrative regulations.
 - Monitors accurate completion of employee performance evaluations and sends reminders to managers, supervisors, and employees.
 - Serves as primary contact for employees, dependents, retirees, and benefit plan administrators with respect to department activities; maintains the employee benefit database; reviews entries for accuracy and correctness; inputs new hire information and retiree information into the database for reporting requirements.
 - Monitors maintenance of various benefits plans, including health, dental, vision, life, accidental death and dismemberment, long-term disability, deferred compensation, and retirement.
 - Plans and coordinates annual benefits open enrollment, periodic employee events, such as the benefits fair and recognition activities.
 - Coordinates leave management programs; advises employees on their rights under Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), State Disability Insurance (SDI), Military Leave (USERRA), Paid Family Care Leave (PFL), long-term disability, and disability retirement; receives and processes requests for FMLA, CFRA, and other leaves; determines eligibility and sends initial notices; requests additional information and prepares other leave-related correspondence; tracks and monitors leaves and benefit eligibility while on leave, recommends approval or denial of leaves.
 - Processes Workers' Compensation claims and reports. Coordinates with third party administrator to manage claims for employee injuries; provide information to assist in the investigation of claims. Assists with the return-to-work process for injured workers and the Department's Light Duty program.
 - Conducts surveys and studies, analyzes data, prepares reports and recommendations.
 - Assists in the grievance process and related investigations.
 - Maintains employee personnel files and the confidentiality of all records and information.
 - Attends meetings and serves on committees as appropriate.
 - Performs general administrative work related to assigned duties, including establishing and maintaining files, preparing reports and correspondence, copying, and filing documents, and entering computer data.
 - Performs related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of: Basic principles and practices of public human resources administration, including recruitment, selection, employee relations, classification and compensation, insurance and benefits administration, leave management, and risk management; applicable federal, state, and local laws, regulatory codes, ordinances, and procedures consistent with the assigned functional area, including the Consolidated Omnibus Budget Reconciliation Act (COBRA), Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), Uniformed Services Employment and Reemployment Rights Act (USERRA), the Health Insurance Portability and Accountability Act (HIPAA), the Americans with Disabilities Act (ADA), and other human resources-related laws; administrative techniques, principles, and methods including technical research, data collection, and report preparation; recordkeeping principles and procedures; basic mathematics and statistical techniques; business letter writing and standard document formats; techniques for providing a high level of customer service to the public and District staff, in person and over the telephone; principles and techniques for working with groups and fostering effective team interaction; the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar; modern equipment and communication tools used for business functions and program, project, and task coordination; computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to: Perform detailed human resources technical support work accurately and in a timely manner, using considerable discretion and independent judgment; understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed; review a variety of technical documents for completeness, accuracy, and compliance with established requirements; effectively communicate with internal and external customers and provide a high-level of customer service; evaluate alternatives and make judgments within established policy and procedural guidelines; maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations; gather and compile information from a variety of sources; prepare clear, concise, and competent reports, correspondence, and other written material, enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work; maintain a variety of filing, recordkeeping, and tracking systems; compile and maintain confidential files and records; effectively represent the Department in meetings with governmental agencies; various business, professional, and regulatory organizations; and in meetings with individuals; independently organize work, set priorities, meet critical deadlines, and follow-up on assignments; effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks; communicate clearly and concisely, both orally and in writing, using appropriate English grammar; use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

TYPICAL QUALIFICATIONS:

Education must be obtained through a post-secondary institution currently accredited by any accreditation body recognized by either the Counsel for Higher Education Accreditation (CHEA) or the United States Department of Education.

Any equivalent combination of training and experience which provides the required skills, knowledge, and abilities may be considered qualifying at the sole discretion of the Department. A typical way to obtain the knowledge and skills would be:

Education:

- Possess a high school diploma, GED equivalency, or high school proficiency certificate.
- Associates degree from an accredited college or university in business administration, human resource management, or a closely related field.

Experience:

- Three (3) years of increasingly responsible technical personnel or human resources experience.

Licenses; Certificates; Special Requirements:

- Possession of and ability to maintain a valid California Class C Driver's License is required.
- Must be at least 18 years of age.
- Must be able to provide proof of eligibility to work in the United States.

Desirable Qualifications:

- Bachelor's Degree in business administration, human resource management, or a closely related field.
- Specialized certificate in Labor Relations or Human Resource Management.
- Certification as an IPMA-HR certified professional (IPMA-CP or IPMA-SCP) or SHRM Professional in Human Resources (PHR or SPHR).
- Experience and knowledge in working for a special district, public agency, and/or fire organization.
- Notary Public.

SUPPLEMENTAL INFORMATION:

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to use hands and fingers to, handle or grasp objects, type on a keyboard, manipulate office equipment. The employee is frequently required to sit, stand, and walk. The employee is occasionally required to reach with hands and arms, kneel, crouch, or squat. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. The employee must have the ability to: operate a personal computer, read small print on documents, hear, and speak well enough to communicate over the telephone and in person. Maintain physical ability and stamina to meet position tasks and responsibilities. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL ELEMENTS AND WORKING CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Must be able to pass a pre-employment physical and background investigation, including fingerprinting.

TENTATIVE INTERVIEW

Oral panel interviews for this position are tentatively scheduled for Wednesday, June 8, 2022.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.edhfire.com>

1050 Wilson Blvd.
El Dorado Hills, CA 95762
(916) 933-6623

chall@edhfire.com

Position #2022-006
HUMAN RESOURCES SPECIALIST
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Human Resources Specialist Supplemental Questionnaire

- * 1. Do you possess an Associates degree from an accredited college or university in business administration, human resource management, or a closely related field?
 Yes No

- * 2. Do you possess a Bachelor's Degree in business administration, human resource management, or a closely related field?
 Yes No

- * 3. Do you possess a specialized certificate in Labor Relations, Human Resource Management, or other related certificate?
 Yes No

- * 4. If you possess a specialized certificate in Labor Relations, Human Resource Management, or other related certificate, please list which specialized certificate(s) you possess. Mark N/A, if not applicable to you.

- * 5. Do you possess certification as an IPMA-HR certified professional (IPMA-CP or IPMA-SCP) or SHRM Professional in Human Resources (PHR or SPHR), or other related certification?
 Yes No

* 6. If you possess certification as an IPMA-HR certified professional (IPMA-CP or IPMA-SCP) or SHRM Professional in Human Resources (PHR or SPHR) or other related certification, please list which certification(s) you possess. Mark N/A, if not applicable to you.

* 7. Do you have experience and knowledge in working for a special district, public agency, and/or fire organization?

Yes No

* 8. Describe your experience and knowledge working for a special district, public agency, and/or fire organization. Mark N/A, if not applicable to you.

* 9. Are you a Notary Public?

Yes No

* Required Question