CLASS SPECIFICATION

HUMAN RESOURCES ADMINISTRATOR

DEFINITION

Under the direction of the Fire Chief, performs high level human resource/personnel work; develops and maintains a comprehensive District human resource program including employee relations and negotiations, recruitment and selection, classification and compensation, employee development, performance management, compliance, benefit administration, staffing, training, risk management and payroll. Plans, develops and trains on human resource policies and programs; develops goals and objectives; gathers trends and analyzes data; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor’s degree from an accredited college or university with a major in human resources management or a closely related field, AND four years of professional human resources generalist experience, including two years’ experience with labor contract administration OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver’s license is required at the time of appointment.

SUPERVISION EXERCISED

May supervise support staff.

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Develop human resources related programs, policies, and procedures for the District that are compliant with Federal, State, and local laws, statutes, codes, regulations, and standards.

Monitor industry trends, best practices, legislation, and regulations; propose and implement changes to District human resources programs to ensure delivery of progressive and compliant human resource programs.

Examine and respond to direct employee complaints and grievances and recommend solutions.

Coordinate investigations for complex human resources matters, including, discrimination, sexual harassment, and other employee related matters; consult with legal counsel on personnel matters as necessary.

Prepare and present before a variety of hearing bodies; represent the District in Unemployment Hearings and similar hearing appeals and related functions.

Serve as the liaison to Washoe County Comptroller’s Office and the Department of Human Resources; coordinate District payroll; coordinate and communicate information on retirement matters between PERS, Washoe County and the District; including audits, information regarding benefits, disability, rate adjustments, and information requests.
Serve as the designated negotiator or as part of the negotiating team for collective bargaining process by researching and compiling information on salaries, Human Resources practices, and related issues; prepare and critique contract proposals.

Plan and implement recruitment and examination activities including: ensure a legally defensible recruiting process; draft or rewrite job descriptions; research posting opportunities; administer testing; develop, maintain all recruiting records, and maintain high level support throughout the recruitment lifecycle.

Coordinate and review supporting documents such as I-9’s, PERS, beneficiary, etc. for completeness, accuracy, and conformity to federal, state, and County guidelines, bargaining contracts and/or control documents; correct documents as appropriate.

Conduct new employee orientations and employee on-boarding processes.

Establish and maintain department records including employee files, confidential files, background information and reports.

Review positions and recommend appropriate classification and compensation levels; engage in wage surveys; research and analyze pay practices to ensure competitive, legally defensible pay policies.

Provide administrative direction for employee health benefits programs including medical, dental, vision, retiree medical plans, wellness, and employee assistance plans.

Manage Family Medical Leave Act (FMLA), Fitness-for-Duty, and Interactive Process by way of manager and employee coaching and counseling, provide support, conduct the interactive meeting, consider work restrictions, determine plans and documents time and needs for a successful return to work plan.

Manage workers compensation, safety and risk management program including providing adequate training for supervisors and employees; ensuring the program is compliant, and meets all regulatory requirements.

Ensure compliance and accuracy with employee information, merit increases, longevity pay, health benefits and related information for a correct employee record. Manage bi-weekly employee payroll; enter time; check for accuracy and encourages managers to review and approve employee timecards. Provide backup support to managers when needed.

Develop and implement District wide training programs, which include Human Resources policies and systems, Equal Employment Opportunity regulations, and professional development opportunities for District employees.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

**Knowledge of:**
Truckee Meadows Fire Protection District policies and procedures.

Federal, state, and local laws, statutes, codes, regulations, standards, and collective bargaining agreements related to public human resources administration, the maintenance of human resources records and processing of payroll transactions.

District and Washoe County human resources systems and their interrelationships with other departments.

Management information systems and software specific to the department.
**Ability to:**
Develop, recommend, and implement changes in operating processes and procedures for District human resources program. Provide training to support staff.

Effectively represent the programs, operations, and functions of Truckee Meadows Fire Protection District and assigned functional area with the public, District staff, elected officials, and other government agencies.

Evaluate and analyze complex operational problems, develop sound conclusions, and make effective decisions and/or recommendations.

**Entry Level** (*Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.*)

**Knowledge of:**
Principles and practices of human resources management and administration including recruitment and selection, classification, compensation, benefits administration, payroll, workers’ compensation, employee/labor relations, and training.

Federal, state, and local laws pertaining to human resources management including equal employment opportunity, affirmative action, discrimination and harassment, Fair Labor Standards Act, and ADA.

Principles and practices employee coaching, training, facilitation and progressive discipline.

Methods and techniques of statistical and administrative data collection and report preparation.

General office practices and procedures.

Computer software including word processing, spreadsheets, and databases.

**Ability to:**
Plan, coordinate, and administer a comprehensive human resources program to accomplish established goals and maximize efficiency.

Recognize and assess situations of a sensitive nature, make logical decisions, project consequences, select and recommend effective courses of action, and implement recommendations on complex human resources issues.

Read, interpret, apply, and explain bargaining agreements, pertinent laws, statutes, codes, regulations, and standards including administrative and County/District policies and procedures.

Research, compile, analyze, and interpret complex data and information.

Work cooperatively with other departments, divisions, outside agencies and boards, elected officials, management, staff, and the general public.

Interview, counsel, advise, and interact tactfully with applicants, employees, and others contacted in the course of work.

Plan, organize, implement work procedures, and handle multiple priorities to accommodate strict deadlines in a high volume production environment.

Maintain confidential data and information.

Exercise emotional control and manage stressful situations in a calm, objective manner.
Write and proofread correspondence, memoranda, administrative summaries, reports and other documents with a high degree of attention to detail.

Perform accurate mathematical calculations including percentages and fractions.

Communicate in a clear, concise manner, both orally and in writing, including making presentations to small and large audiences.

Operate a personal computer, using an interactive database and a variety of software packages.

Establish and maintain effective working relationships with those contacted in the course of work.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Ability to work in a standard office environment. Ability to use office equipment including computers, telephones, calculators, copiers, and fax machines. Ability to lift and carry objects weighing up to 25 lbs. Ability to occasionally work outdoors.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*