



## **HUMAN RESOURCES DIRECTOR**

### **Definition:**

Under general direction of the Fire Chief, plans, directs and manages all aspects of the Fire District's human resources and risk management activities, including recruitment, classification, compensation, benefits, discipline, labor relations, Workers' Compensation, general liability, and insurance; advises Fire Chief and other management staff on a variety of human resources and risk management issues; completes special assignments in support of the Fire Chief.

### **Minimum Requirements:**

- Must be at least 18 years of age.
- Provide proof of eligibility to work in the United States.
- Possession of a valid California Class C Driver's License.
- At least eight years of increasingly responsible human resource and risk management experience.

### **Education and Experience:**

Possession of a high school diploma, G.E.D. equivalency, or a high school proficiency certificate.

Eight years of progressively responsible human resources and risk management experience.

### **Desirable Qualifications:**

Bachelor's Degree with an emphasis in Public Administration or Risk Management.

Certified Human Resource Professional credential.

### **Typical Duties:**

- Plans, organizes, coordinates, and directs the continuing work and special projects of the Human Resources division; develops and implements goals and objectives; monitors and evaluates staff and program performance.
- Directs and oversees functional and programmatic activities of the division including administration, labor and employee relations, recruitment and selection, classification and compensation, benefit administration, workforce training and development, disability and Workers' Compensation programs; employee benefits.
- Supervises and coaches' staff by establishing performance expectations and standards, conducting periodic evaluations, and counseling staff regarding their performance and career development aspirations, consistent with the mission of the district.
- Consult and collaborate with the Fire Chief and governing body on various aspects of District services; discuss organizational problems, develop alternative strategies for dealing with those problems, and assist with implementation of solutions as necessary.
- Makes recommendations, determinations, and decisions in the most difficult cases or in those cases having an unusually significant effect upon the workforce, programs, or on the relationships of the District's governing body, operating divisions, employee groups, or the public.
- Assumes an advisory role and attends Board meetings on a variety of human resource actions.
- Reviews amendments to legislation affecting District employees; reviews, recommends, establishes, and evaluates human resource policies and procedures; interprets human resource rules and regulations, and Memorandum of Understanding (MOU) for labor groups.
- Directs preparation of the agenda for each Board and committee meeting; advises and makes recommendations on matters coming before the Board and committees.
- Attends Board meetings, committee meetings, and other meetings as required.
- Directs preparation of the annual budget for human resource related items.
- Acts as custodian of records.

### **Knowledge of:**

- Principles, best practices, and a wide range of public human resource functional and programmatic activities including administration, labor and employee relations, recruitment, examination, classification, compensation, benefit administration, workforce training and development, and disability and Workers Compensation management.
- Federal, State, and local laws, rules, regulations, and court decisions regarding public human resource management including EEO/Affirmative Action, and the grievance and progressive disciplinary process.
- Organizational and management principles and practices.
- Workers' Compensation regulations, procedures, and best practices.
- Public agency budgeting, contract administration, administrative practices, and general principles of risk management related to the functions of the assigned area.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of government administration.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

### **Ability to:**

- Properly interpret and make sound and strategic decisions in accordance with applicable laws, regulations, and policies;
- Analyze and evaluate information and data to recommend and apply effective problem-solving techniques;
- Plan, organize, coordinate and direct the execution of short and long-range goals for the District;

- Develop, control, administer, and advise governing body on the District's policy making, programmatic, and operational activities;
- Represent the District under varying circumstances; prepare and deliver presentations to diverse audiences;
- Collaborate with other agencies and divisions to meet overall district needs;
- Provide the highest level of service delivery to staff, Board Directors, and the public;
- Use interpersonal sensitivities and communication skills effectively and persuasively both verbally and in writing;
- Promote personal and professional growth for self and others;
- Work effectively as a member and leader of the District.