

## **UNIFIED FIRE AUTHORITY JOB DESCRIPTION**

**JOB TITLE:** Human Resources Director (Grade 39 – FLSA Exempt)  
**SECTION:** Administration and Planning  
**DIVISION:** Human Resources  
**DATE:** October 2020

### **BASIC FUNCTION OF POSITION:**

Under the general supervision of the Assistant Chief of Administration and Planning, the Human Resources Director supports the mission and vision of UFA by providing expert assistance to, and acting as a resource for, employees and supervisors. Assistance is provided in a variety of functional areas, including compensation, benefits administration, new hire/promotional processes, policy development and employee relations issues such as performance, engagement and discipline.

The Human Resources Director is highly accountable to demonstrating the values adopted by the UFA and striving to meet the adopted expectations of UFA leaders.

### **SUPERVISION RECEIVED:**

The Human Resources Director works under the general supervision and direction of the Assistant Chief of Administration and Planning. The Human Resources Director is considered an Executive Staff employee and is considered at-will, subject to selection and retention at the discretion of the Fire Chief.

### **SUPERVISION EXERCISED:**

The Human Resources Director supervises personnel assigned to Human Resources and works closely with the Assistant Chief of Administration and Planning in assisting with their Section responsibilities. Supervision is exercised in accordance with UFA policies and procedures with an emphasis on the expectations of UFA leaders.

### **PRINCIPAL RESPONSIBILITIES:**

The following list describes several of the essential functions of this position. This list may be supplemented as necessary:

- Responsible for the day to day administration of the Human Resources Division, and Division budget, in accordance with identified Division goals, objectives and performance measures.
- Conducts complex compensation and classification reviews; develops pay plans; prepares, updates, and reviews job descriptions; conducts annual market compensation

studies; prepares detailed compensation and benefit reports for the Fire Chief, the UFA Board of Directors for inclusion in the annual UFA budget document.

- Oversees the preparation and administration of entry and promotional examinations, registers and processes; oversees recruitment, screening and selection for a variety of civilian positions; may function as the Merit System Coordinator as specified in the UFA Interlocal Agreement.
- Tracks federal, state and local employment laws, legal requirements, current trends and government regulations affecting Human Resources functions and ensure policies, procedures, practices, training programs and reporting systems are effective and compliant.
- Provides counsel and coordination regarding professional standards investigations; advises supervisors on disciplinary matters and grievance procedures to maintain consistency in accordance with policies and procedures; provides counsel and oversight, or conducts training, on employee relations issues, including, employee performance, employee assistance and conflict resolution.
- Oversees UFA's employee onboarding and separation programs, benefits programs (health, dental, AD&D and life insurance, VEBA Retirement) and leave programs associated with workers' compensation, disability, fitness-for-duty and other aspects of return to work from illness or injury process.
- Performs other duties of a similar nature or level.

### **TYPICAL DECISIONS:**

Decisions are critical in nature and involve executive level issues. Work in this position requires considerable independence and the ability to provide expert analysis and advice. Decisions impact a large number of employees and may reflect on the organization as a whole. Decisions involve confidential information, require significant knowledge, analysis and thought, and require application of pertinent laws, rules, policies and procedures.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of:

- General principles and practices of public Human Resources administration, including compensation, classification, employee relations, benefits administration, recruitment and selection
- Methods and techniques related to job classification, compensation and recruitment and selection, including public safety promotional exam processes
- Applicable state and federal benefit administration, employment laws and regulations

- Management principles and practices necessary to plan, analyze, develop, direct, and evaluate administrative policies, organizational structures, and various UFA programs and practices
- Data analysis and reporting
- Principles and practices of effective business communication

Skills (or Skill In):

- Reading and summarizing written materials; preparing clear, accurate, and concise reports, correspondence, and other materials
- Conducting compensation studies and analyses, including statistical analyses
- Creating word processing documents, spreadsheets and PowerPoint presentations
- Establishing and maintaining effective working relationships with UFA employees and personnel from other agencies
- Administering benefits programs
- Administering leave management programs related to the return-to-work process
- Writing effective policy

Ability to:

- Effectively handle multiple assignments, special projects, and other duties as assigned and within established deadlines
- Interpret and apply laws, rules, regulations, policies and other information; provide expert advice; conduct complex research; analyze and appraise facts and precedents to facilitate decision-making
- Formulate goals and objectives
- Work cooperatively with the recognized employee organization
- Deal tactfully and persuasively with others in controversial situations
- Communicate, organize, evaluate, and present information effectively, both verbally and in writing
- Use a variety of computer software programs, including Microsoft Word, PowerPoint, Excel, Adobe Acrobat, Kronos (HRIS and Payroll) and Applicant Pro (Applicant Tracking)

- Maintain confidentiality and the application of good judgment when dealing with critical and sensitive issues or assignments
- Learn new software and processes independently

### **MINIMUM EXPERIENCE AND QUALIFICATIONS:**

- Bachelor's degree in Human Resources Management, Business Administration, Public Administration or another closely related field AND six or more years (6+) of increasingly responsible professional Human Resources experience with exposure to a wide variety of Human Resources functions
- An equivalent combination of related education and/or experience may be considered
- Valid Driver License
- Successfully pass a pre-employment drug screening test and background investigation

### **DESIRABLE QUALIFICATIONS**

- Master's Degree in Human Resources Management, Business Administration, Public Administration or another closely related field
- Experience as a Human Resources Director
- Related experience in a Public Safety agency
- Possession of the following professional certifications:
  - PHR or SPHR certification through the HR Certification Institute
  - SHRM-CP or SHRM-SCP certification through the Society for Human Resource Management
  - IPMA-HR Certified Professional or IPMA-HR Senior Certified Professional through the International Public Management Association for Human Resources

### **WORKING ENVIRONMENT**

Work is generally performed in a standard office environment. The expected regular work schedule is forty to fifty hours during regular business hours of Monday-Friday, with some executive flexibility, and may also involve evening and weekend hours. Work activities vary widely, including administrative work, attendance at meetings, and both field and classroom training.

### **PHYSICAL AND MENTAL JOB REQUIREMENTS**

To perform the job successfully, an individual must be able to perform each of the essential job functions satisfactorily. This position involves periods of prolonged sitting and use of computer equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires the physical and mental capabilities to read information printed on paper and displayed on computer monitors; hear, speak, and communicate verbally using the English language; cognitive thinking and mathematical calculation capabilities; manual dexterity to manipulate standard office equipment, papers, files, and records. This position requires occasional driving to various meetings and work assignments.

UFA Employment Status Category: Executive Staff

This position is classified as a Category A position with regard to the Employee's Use of Mobile Phones policy and as a Category A position with regard to Staff Vehicle Assignment and Use and Reimbursement policy