

# Human Resources Director

## 1524.1 GRAHAM FIRE & RESCUE JOB DESCRIPTION

### TITLE: Human Resources Director

#### GENERAL DEFINITION:

The Human Resources Director is responsible for developing and executing human resources operations in support of the overall strategic direction of the District. Specifically, the areas of labor relations, employee relations, policy management, recruitment management, talent management, change management, employment risk management, DEI, organizational design, compliance with State and Federal labor laws, HRIS implementation and analysis, job classification, and compensation analysis. The purpose of this role is to continuously improve the strategic and operational effectiveness, efficiency, and speed of these critical functions to deploy services across the District. In addition the Human Resources Director provides strategic leadership by articulating HR needs and plans to the Fire Chief, Senior Management Team, and District Members. This is a full-time, FLSA Exempt position.

#### SUPERVISION RECEIVED:

The Human Resources Director reports, and is responsible to the Fire Chief.

#### SUPERVISION EXERCISED:

Supervision of assigned administrative support staff.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Day-to-day supervision of assigned administrative support staff.
- Provide percipient leadership and management of the District's HR services function to include the planning, development, evaluation, implementation, and maintenance of HR policies, programs, services, and systems.
- Set long-term strategic direction for the HR services functions, anticipate key trends, opportunities, vulnerabilities, and position functional support to ensure that the human resource-related infrastructure and systems are stable and support the demands of current programs and future growth.
- Enhance human resources information systems and ensure the ongoing development of performance indicators and workforce analytics for decision-making.
- Develop and update District Human Resources Policies and Procedures including writing policies as required to ensure compliance with Federal, State, and County requirements related to personnel (i.e., Fair Labor Standards Act, Public Employee Collective Bargaining Act, Americans with Disabilities Act, Equal Opportunity Employment Commission, and other such agencies and mandates).
- Maintains and provides management oversight of the District's Policy Manual.
- Develop and monitor the annual operating budget for the Human Resources Department.

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- Maintain a variety of complex and confidential records including employee personnel files and separate medical, occupational exposure, and evaluation files.
- Develop and coordinate recruitment, selection, promotion, and orientation processes, including coordination with the hiring supervisor, development and update of job descriptions, salary surveys, position postings, interview questions and/or assessment exercises, employment testing, and completion of all background and hiring processes.
- Notify employees and labor union representatives of changes in personnel programs. Develop proposals and strategies for collective bargaining processes and other personnel matters.
- Collaborate as a member with the Labor Management Committee in participating in collective bargaining, negotiations, and relevant labor issues.
- Provide and respond to requests for personnel information, verification of employment and other personnel information consistent with the Open Public Meetings Act and within public disclosure requirements, which include responding to and conducting personnel surveys.
- Represents District at personnel-related hearings, investigations, seminars, and conferences.
- Provide for fair and competitive employee compensation program including development of job descriptions, performance appraisal tools, and classification of positions.
- Perform classification and compensation studies.
- Provides consultation in complex employee relations situations. May facilitate discussions between employees and supervisors related to grievance, performance, or investigative issues.
- Attend administrative and other meetings as required and participate on committees.
- Maintain professional affiliations as appropriate and participate in professional activities to keep abreast of developments in human resources scope.
- Maintain a positive working relationship with other districts and governmental agencies, which allow exchanges of information and services.
- Oversee employee assistance program.
- Assist the Deputy Chief in maintaining shift strength reports.
- Assist the Deputy Chief in implementing and monitoring temporary employment and promotions.
- Assist the Deputy Chief with employee investigations, and in ensuring consistency in the application of discipline.
- Assist all members with human resources needs and concerns (i.e., complaint investigations as assigned, career track planning, educational planning, and other HR functions).

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- Conducts exit interviews.
- Perform other duties as assigned.

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

#### **Knowledge:**

- Knowledge of the principles and practices of human resources administration, including knowledge of pertinent federal and state laws related to employment and compensation practices for public safety employers.

#### **Skills:**

- Excellent verbal and written communication skills.
- Excellent interpersonal and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Thorough knowledge of employment-related laws, regulations, and compliance management.
- Proficiency with varied human resources information systems and related software programs such as Microsoft Office Suite.

#### **Abilities:**

- Ability to maintain regular and reliable attendance.
- Ability to work on site.
- Ability to develop and manage administrative projects and to anticipate and respond to administrative and operational problems.
- Ability to thoroughly investigate sensitive HR issues. Must be able to follow-through in a confidential and diplomatic manner.
- Ability to communicate both verbally and in writing.
- Adept at problem solving.
- Ability to make decisions after collecting relevant information and to provide guidance on appropriate actions to take.
- Customer service orientation—ability to convey a sincere willingness to be of service and/or open to resolving the situation at hand.
- Ability to successfully work independently given strategic direction.
- Ability to work effectively in a team environment.
- Ability to interact with others in a manner that is unbiased, sensitive, calm, and appropriate for the situation.

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### **EDUCATION AND EXPERIENCE:**

- Demonstrated experience in analyzing and interpreting Federal, State, and local employment law. Commitment to perform all facets of HR administration.
- Demonstrated experience advising other organization leaders in HR services, policy and practice, workforce planning, organizational development, and employment law.
- Demonstrated experience with strategic planning, budget oversight, and policy management.
- A minimum of ten years Human Resources experience, or equivalent, that would provide the necessary level of knowledge and ability for this position.
- A Bachelor's degree in Human Resources, Business Administration, Public Administration, or a closely related field or equivalent. Master's Degree in Human Resources, Business Management, or Law preferred.
- Washington Notary Public required within 90 days of employment.
- Benefit administration and public sector experience preferred.
- Society for Human Resources Management (SHRM) Certified Professional or Senior Certified Professional preferred.

### **SPECIAL REQUIREMENTS:**

Must have a valid Washington State driver's license and a driving record acceptable to the District's insurance carrier standard.

### **TOOLS AND EQUIPMENT USED:**

Office equipment.

### **PHYSICAL DEMANDS:**

This position must be able to operate a variety of office equipment and audio-visual equipment. While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand, walk, use hands to finger, handle, or operate objects, tools, or controls, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **WORK ENVIRONMENT:**

Work is generally performed in an office environment and requires an ability to multi-task while being positive and responsive to frequent and varied issues from members, staff, and the public. Competing priorities and time deadlines are an element of the position and must be recognized and successfully managed. The examples of duties cited are intended only as an illustration of the various types of work performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The work environment characteristics describes here are representative of those an employee encounters while performing the essential functions of this job. This job description does not constitute an

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employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.