

SEDONA FIRE DISTRICT

JOB DESCRIPTION: HUMAN RESOURCES SPECIALIST



JOB SUMMARY

The Human Resources Specialist is responsible for managing various records, such as medical and personnel files. This role oversees recruitment tracking, assists with pre-employment, on-boarding, and off-boarding processes, handles workers' compensation claims, and ensures accurate employment verification. With proficiency in personnel management software platforms like UKG and ESO, the Human Resources Specialist maintains and updates employee data and supports local board procedures. The position requires strong organizational skills, attention to detail, and a focus on efficient HR practices.

SUPERVISION RECEIVED

Works under the general direction of the Human Resources Manager.

SUPERVISION EXERCISED

None.

FLSA: Non-EXEMPT

ESSENTIAL FUNCTIONS

Document Filing & Management:

- Sorts, faxes, and files medical records such as FMLA, WC, and employee physicals.
- Organizes and maintains personnel files including evaluations, certifications, new hire documents, and disciplinary actions.
- Stores and retrieves I-9 files, workplace investigation documents, benefit contracts, DPS CHRI documentation, and other archives.
- Executes file purging according to requirements and set schedules or guidelines.

Recruitment & Promotion:

- Tracks candidates and addresses basic position inquiries.
- Validates application packets, required certifications and Letters of Interest for completeness.
- Provides clerical and logistics support in hiring and promotional assessment processes, and coordinates with HR.
- Explores new recruiting opportunities and platforms.

Employment Verification:

- Collaborates with Payroll to verify employee salaries, especially for housing loans.

Pre-Employment Assistance:

- Serves as the point of contact for candidate inquiries.
- Oversees background check authorizations and coordination.

Off-boarding Assistance:

- Calculates Sick Leave/Vacation Leave payouts.
- Furnishes deferred compensation withdrawal forms.
- Assists with PSPRS pension benefit calculations.

Local Board Procedures:

- Assists in coordinating Independent Medical Examinations (IME).

- Drafts communication to IME and membership.
- Schedules and facilitates local board meetings.
- Reviews and submits incoming retirement applications.

Workers Compensation Program Support:

- Assists HR with completing required injury/accident 101 forms and coordinating with employees once injuries have occurred.
- Monitors and records claims, ensuring proper documentation and submission.
- Tracks claim payments and confirms their accuracy.
- Completes OSHA 300 and Public Employer Census reporting annually.

Personnel Management Software:

- Loads and updates data on software platforms such as UKG and ESO.

Data & Record Management:

- Updates employee emergency contacts.
- Updates outside work permits.
- Digitizes documents with extended retention requirements.

Miscellaneous Duties:

- Retrieves annual driving records.
- Assists with salary survey data provision.
- Monitors leaves of absence, including WC and FMLA.
- May be requested to develop and deliver presentations and training to educate employees about benefits or programs.
- Other duties as assigned.

Payroll Support and Succession Planning:

- Serves as the primary back-up for payroll processing, ensuring the accurate and timely management of hours, benefits, and rates of pay during bi-weekly pay cycles.
- While the Human Resources Manager oversees employee pay rates, the Human Resources Specialist will acquire foundational payroll processing skills, supporting the Payroll Specialist as needed. This approach ensures an appropriate separation of duties and simultaneously offers a developmental path for the Human Resources Specialist to potentially transition into a Payroll Specialist role in the future.

Master Calendar Management:

- Ensure timely, accurate, and complete contributions to the Master Calendar for assigned areas, preventing scheduling conflicts and fostering a shared understanding of district activities.

PERIPHERAL DUTIES

- Answers routine Payroll & Benefits questions for SFD staff.
- Gathers appropriate information for billing purposes, as necessary.
- Provides support for A/P, HR, and administrative functions.
- Performs other duties, as assigned.
- Intermittently staffs the front desk, receives visitors doing business with the organization, and manages the main phone line.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent.
- Minimum of 2 (two) years of clerical or administrative experience, preferably in a Human Resources setting.

- Demonstrated ability to use personal computers, laptops, tablets, cell phones, and copiers.
- Proficiency in Microsoft Office Suite (especially Word, Excel, and Outlook).
- Familiarity with personnel management software.

PREFERRED QUALIFICATIONS

- Associate degree in Business Administration, Human Resources, Finance, or a closely related field
- Familiarity with Lexipol, and personnel management software like UKG and ESO.
- 3 (three) years' experience in human resource management setting and/or payroll administration within public sector.
- Exceptional organizational abilities with a keen focus on detail and the capacity to manage multiple priorities simultaneously.
- Superior communication skills, with the ability to clearly convey complex payroll and benefits information to all levels of staff and management.
- Strong customer service orientation, with an emphasis on responsiveness and resolving employee inquiries efficiently.

SFD CORE COMPETENCIES

- Approachability - Is easy to approach and talk to; spends the extra effort to put others at ease; can be warm, pleasant, and gracious; is sensitive to and patient with the interpersonal anxieties of others; builds rapport well; is a good listener; is an early knower, getting informal and incomplete information in time to do something about it.
- Integrity & Trust - Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
- Ethics & Values - Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.
- Interpersonal Savvy - Relates well to all kinds of people, up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably.
- Self-Knowledge - Knows personal strengths, weaknesses, opportunities, and limits; seeks feedback; gains insights from mistakes; is open to criticism; isn't defensive; is receptive to talking about shortcomings; looks forward to balanced (+s and -s) performance reviews and career decisions.

HUMAN RESOURCE SPECIALIST COMPETENCIES

- Organizing - Can marshal resources (people, funding, material, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently arranges information and files in a useful manner.
- Time Management - Uses his/her time effectively and efficiently; values time; concentrates his/her efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.
- Customer Focus - Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in

products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

- **Planning** - Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.
- **Informing** - Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit, and/or the organization; provides individuals information so that they can make accurate decisions; is timely with information.

Necessary Knowledge, Skills, and Abilities:

Knowledge of:

- **Human Resources Practices:** Understanding of general human resources procedures and policies, including but not limited to, FMLA, workers compensation, and employment law.
- **Document Management:** Knowledge of filing systems, record keeping, and document management, including electronic and paper records.
- **Recruitment Strategies:** Familiarity with recruitment processes, including tracking candidates, validating application packets, and exploring new recruiting opportunities.
- **Payroll Fundamentals:** Basic knowledge of payroll processes, including calculations of leave payouts, benefits administration, and payroll software.
- **Software Proficiency:** Proficiency in Microsoft Office Suite, especially Word, Excel, and Outlook, and familiarity with personnel management software like UKG and ESO.

Skill in:

- **Organizational Skills:** Exceptional ability to organize, prioritize, and manage multiple tasks and projects simultaneously with keen attention to detail.
- **Communication Skills:** Superior written and verbal communication skills, capable of effectively conveying information to employees, management, and external stakeholders.
- **Analytical Skills:** Ability to analyze data, manage records, and prepare accurate reports regarding payroll, benefits, and human resources metrics.
- **Technological Skills:** Competence in using personal computers, laptops, tablets, and proficiency in navigating HR management software.

Ability to:

- **Multi-tasking:** Ability to handle various tasks simultaneously without compromising the quality of work and meeting tight deadlines.
- **Problem-solving:** Aptitude for identifying issues and generating solutions in the realm of HR, payroll, and administrative functions.
- **Discretion:** Ability to handle confidential information with discretion and integrity.
- **Adaptability:** Capable of adapting to changes in work processes, technologies, and environments.

Other Characteristics:

- **Customer Service Orientation:** Strong focus on providing excellent service to employees and external contacts, addressing inquiries with efficiency and professionalism.
- **Teamwork:** Ability to work effectively as part of a team, contributing to a cooperative work environment.
- **Continuous Learning:** Willingness to continuously learn and upgrade skills, especially in areas of human resources technology and best practices.

- **Attention to Detail:** A keen focus on detail, ensuring accuracy in documentation, data entry, and reporting.

SPECIAL REQUIREMENTS

- Must be 18 years of age or older.
- Must be able to read, write, and speak the English language.
- Must meet insurability requirements of District insurance carrier.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is often required to have easy mobility from one office to another; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms; climb or balance; and stoop, crouch, and kneel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, color, and peripheral, and the ability to adjust focus.

- **Sedentary Work:** Primarily involves sitting for extended periods, with occasional standing and walking required for tasks such as filing documents or attending meetings.
- **Manual Dexterity:** Frequent use of computer keyboards, mouse, and other office equipment, necessitating fine motor skills for typing, clicking, and navigating software applications.
- **Visual Acuity:** Regular need for close visual acuity to read and interact with computer screens, documents, and detailed reports. This includes the ability to adjust focus for varying distances and screen types.
- **Hearing and Speaking:** Clear speech and hearing ability for effective communication in person, over the phone, and during virtual meetings. This includes understanding spoken information and being able to articulate responses clearly.
- **Lifting and Carrying:** Occasionally required to lift and carry light objects, such as files, documents, and small office supplies, typically not exceeding 15 pounds.
- **Repetitive Motion:** Frequent repetitive motions involved in typing, mouse usage, and file handling, which may require ergonomic considerations to prevent strain.
- **Navigating the Office:** Ability to move within the office environment, including to and from the copier, printer, filing cabinets, and meeting rooms, sometimes involving light bending or reaching.
- **Concentration and Focus:** Sustained concentration and focus on detailed tasks, data entry, and document review for prolonged periods.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. The noise level in the work environment is usually moderate, as found in a normal business office with computers but may occasionally be high due to projects involving Fleet services and other support divisions. The individual will be working with and around electronic equipment.

Office Setting

- **Indoor Environment:** Work is conducted within an office building, ensuring a controlled climate with adequate lighting, ventilation, and ergonomic workstations designed to minimize physical strain.
- **Standard Office Equipment:** The environment is equipped with standard office furniture and technology, including desks, chairs, computers, printers, and telephones, facilitating the execution of daily tasks.
- **Quiet to Moderate Noise Levels:** Noise levels typically range from quiet to moderate, with sounds from office equipment, conversations, and occasional external noise. Efforts are made to maintain a workspace conducive to concentration and productivity.

Technology Integration

- **Computer Use:** A significant portion of the workday is spent using computers and various software applications, requiring familiarity with office productivity software, human resources information systems (HRIS), and communication platforms.
- **Digital Communication:** Communication with colleagues, candidates, and external partners is frequently conducted via email, instant messaging, and video conferencing tools, in addition to traditional in-person and phone interactions.

Collaborative and Independent Work

- **Team Collaboration:** The role involves both collaborative projects with the HR team and other departments, as well as independent tasks requiring self-direction and time management skills.
- **Meeting Participation:** Participation in regular meetings, workshops, and training sessions is part of the work environment, necessitating occasional movement within the office or to other meeting locations.

Health and Safety

- **Ergonomic Focus:** Attention to ergonomic practices, with equipment and furniture designed to reduce the risk of strain or injury from prolonged sitting or repetitive motions.
- **Safety Protocols:** Adherence to office safety protocols and guidelines to ensure a safe work environment, including emergency procedures and workplace cleanliness standards.

Flexibility and Adaptability

- **Variable Tasks:** The work involves a mix of routine tasks and new challenges, requiring adaptability and flexibility in response to shifting priorities and deadlines.
- **Continuous Learning:** Opportunities for professional development and training in HR practices, software applications, and other relevant skills to enhance job performance and career growth.

This office-based work environment is structured to support the efficient and effective performance of human resources clerical and administrative duties, offering a blend of technological resources, collaborative spaces, and individual work areas to accommodate a variety of tasks and working styles.

TOOLS AND EQUIPMENT USED

Computer and Software

- **Desktop or Laptop Computers:** Essential for most tasks, including document creation, data entry, email communication, and access to HR information systems.
- **Office Productivity Software:** Proficiency in Microsoft Office Suite (Word for document creation, Excel for data analysis, PowerPoint for presentations, and Outlook for email and calendar management) is crucial.
- **Human Resources Information Systems (HRIS):** Software platforms such as UKG and ESO for managing employee data, payroll, benefits, and other HR functions.

- **Document Management Systems:** Tools for storing, managing, and retrieving digital files and records, including software for electronic filing and archiving.

Communication Devices

- **Telephones and VoIP Systems:** For making and receiving calls, including conference calls with internal and external stakeholders.
- **Mobile Devices (Smartphones/Tablets):** For on-the-go communication and access to emails, calendars, and HR applications.

Office Equipment

- **Printers and Copiers:** For producing hard copies of documents, forms, reports, and other materials.
- **Scanners:** To digitize paper documents for electronic storage and processing.
- **Fax Machines:** Although less common, still used for sending and receiving documents that require signatures or are sensitive in nature.

Miscellaneous Tools

- **Filing Cabinets:** For organizing and storing physical records and documents, including confidential employee files.
- **Shredders:** To securely dispose of sensitive documents and maintain privacy and compliance with data protection regulations.
- **Office Supplies:** Including pens, staplers, paper, folders, and other supplies for daily administrative tasks.

Specialized Equipment

- **Badge Printers:** For creating employee ID badges, if this task falls within the scope of HR clerical duties.

These tools and equipment are integral to facilitating the diverse range of duties associated with the position, from administrative tasks and document management to employee data processing and internal communication.

SELECTION GUIDELINES

May include any or all of the following: Formal application; rating of education and experience; written/practical testing; oral board(s); background/driver's license verification and check; hiring list; offer of employment; post-offer physical examination, including drug screen.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

SFD maintains a drug, alcohol, and tobacco-free environment.

FIRE CHIEF:	<p>DocuSigned by: <i>Ed Mezulis</i> CEA95454CB1D439...</p>	REPLACES: <u>3/8/2018</u>
		EFFECTIVE: <u>4/1/2024 (new)</u>

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job description with any attachments and find it to be an accurate description of the demands of this job.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date