



Miami Valley Fire District

General Administration

JOB DESCRIPTION

March 8, 2023

HUMAN RESOURCES ADMINISTRATOR

FLSA STATUS: EXEMPT

REVISED DATE:

APPROVED: *Thomas B. Barnett*

GENERAL PURPOSE

The Human Resources Administrator is an exempt full-time position who reports directly to the Fire Chief. This position typically works within the hours of 8:00 am to 4:30 pm, Monday through Friday; however, this schedule may be adjusted to meet business needs.

This individual will manage the human resources functions for the Fire District, including but not limited to, recruitment, hiring and onboarding, compensation, benefit administration, employee relations, training and development, organizational development and succession planning, compliance and risk management, and records retention.

In conjunction with the Fire Chief, this individual will manage and oversee the collective bargaining contract and negotiations and assist in the grievance and discipline processes. Under the direction of the Fire Chief, this position assists with the administration, enforcement and execution of the policies and resolutions of the board of trustees.

This is a public service position based on trust and credibility. It is a critical requirement of this position to make responsible decisions and to display the ability to perform in a manner that does not damage or endanger the loss of trust with the Board of Trustees, the public, the Fire Chief, co-workers, and other public safety forces.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Human Resources Administrator shall perform the following duties pursuant to the direction of the Fire Chief or their designee:

Organizational Development

1. Under the direction of the Fire Chief, manages the day-to-day administrative, human resources, and business functions of the District.
2. Under the direction of the Fire Chief, establish, implement, and review the District's policies, procedures, protocols, and standard operating practices to ensure compliance with all ordinances, laws, statutes, and regulations.
3. Under the direction of the Fire Chief, oversees the development, implementation, and review of the District's goals and objectives. Direct, oversee, prioritize, assign, and coordinate the evaluation of work of employees as it relates to achieving the established goals and objectives of the District.
4. Supervise subordinate employees (if applicable), either directly or indirectly, to ensure compliance with District policies, procedures, laws and regulations, and standard operating practices.
5. Under the direction of the Fire Chief, oversees the recruitment of applicants and the internal promotional process.
6. In conjunction with the Fire Chief, provides leadership and guidance to employees to assist them with fulfilling their job responsibilities.
7. Review and recommend the implementation of new and innovative technology.
8. Seeks out deficiencies in the District's operations and makes recommendations to improve performance.
9. Continually create positive business relationships with community members and organization to promote the District's services and values.



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10. Consult with legal counsel as needed or directed.
11. Attend and participate as needed in all Board of Trustee and Operational Oversight Committee meetings.
12. Assist with the development and administration of programs, procedures, and guidelines to help align the workforce with the strategic goals of the District.
13. Participate in developing the District's goals, objectives, and internal operating systems in conjunction with the Fire Chief.
14. Participate in staff and other meetings as directed or requested.
15. Assist with developing measurement standards to determine when identified goals have been achieved.

Recruitment

1. Manage the recruitment process for exempt and non-exempt employees using standardized recruitment and hiring practices and procedures.
2. Review all applications and resumes received for an identified position.
3. Coordinate and oversee all candidate interviews in conjunction with the Fire Chief and other Fire District staff.
4. Ensure compliance with all laws and regulations throughout the recruitment and hiring process.
5. Develop and maintain all necessary policies related to the recruitment and hiring processes.
6. Assist in the orientation of all new employees.

Employee Relations

1. Apply the terms of the collective bargaining agreement as appropriate.
2. In conjunction with the Fire Chief, manage and oversees the collective bargaining agreement renewal process.
3. Under the direction of the Fire Chief, respond to grievances filed and coordinate the processing of grievances.
4. In conjunction with the Fire Chief, build and maintain an effective working relationship with bargaining unit representatives.
5. Assist with the development, implementation, and maintenance of policies related to employee relations under the direction of the Fire Chief.
6. Work with Fire District supervisors to communicate human resources policies, procedures, programs, and applicable employment laws.
7. Under the direction of the Fire Chief, recommend practices or policies that foster positive employer-employee relationships and promote a high level of employee morale and motivation.
8. Assist with investigations into employee complaints or concerns.
9. Assist Fire District supervisors with applying the steps of the progressive disciplinary process.
10. Under the direction of the Fire Chief, consults with supervisors on employment issues.
11. Assists in coordinating the District's health, safety, and wellness programs.

Compensation and Benefits

1. Monitor the District's wage and salary structure.
2. Provide competitive market research and prepares pay studies to help establish pay practices and compensation packages that recruit and retain a superior workforce.
3. Provide day-to-day benefit administration services and assist employees with any coverage questions or issues.
4. Develop and present benefit orientation program and other benefit trainings as appropriate or needed.
5. Administer the flexible spending account (FSA) and health savings account (HSA) program.
6. Manage workplace injuries and Bureau of Workers' Compensation claims.



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7. Coordinate the annual renewal of health, dental, vision, and life insurance, including price and product comparisons and in conjunction with the Fire Chief and representatives of the bargaining unit, and ensure all renewals occur before the established deadline.
8. Research and recommend changes to the benefit packages, aimed at employee satisfaction and retention.
9. Assist employees with questions or concerns regarding their leave usage, voluntary benefits, and sick leave donation if applicable.
10. Reconcile invoices for payment of benefits.

Compliance

1. Ensure the District is compliant with all governmental and legal requirements for the Equal Employment Opportunity Commission (EEOC), Americans With Disabilities Act (ADA), Family Medical Leave Act (FMLA), Department of Labor (DOL), Bureau of Workers' Compensation (BWC), Occupational Safety and Health Administration (OSHA), Employee Income Retirement Income Security Act (ERISA), Fair Labor Standards Act (FLSA), and all other relevant federal, state, and local agencies.
2. Ensure all required regulatory postings and documents are displayed in accordance with the applicable law or regulation.
3. Protect the interest of employees and the District in accordance with organizational policies and governmental laws and/or regulations under the direction of the Fire Chief.
4. Assist with the development, implementation, and presentation of employee training materials as needed.
5. Act as the main point of contact for all subpoenas received by the District and notify the appropriate personnel when a subpoena is received.
6. Develop and maintain a job description for each position within the District.

Records Management

1. Serves as the Records Custodian for the District.
2. Supervises and oversees the process and respond to all public records requests received by the District.
3. Supervises and oversees the coordination of the Records Retention Schedule and the lawful destruction of records.
4. Act as a representative of the District when required by a court of law.
5. Ensure that all employee records are maintained in accordance with the Retention Schedule, District policies, and all applicable laws and/or regulations.
6. Ensure that all employment actions, such as employment start dates, wage adjustments, position changes, completion of probationary periods, performance reviews, disciplinary actions, etc. are documented in an employee's personnel file.

Risk Management

1. Review and provide guidance on all situations related to the human resources operations of the District to ensure minimal exposure to lawsuits.
2. Develop and maintain a Risk Management policy.
3. Development and administer an annual Risk Management Assessment to determine the potential risks to the District.
4. Develop an annual Risk Management Plan based on the data collected by the Risk Management Assessments.
5. Coordinate the District's annual property and liability insurance renewal.

Training and Development

1. In conjunction with the Fire Chief, assists with the implementation of a performance management system that includes performance development plans and programs.



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2. In conjunction with the Fire Chief, assists with the establishment of an in-house employee training system that addresses the District's training needs, including: training needs assessments, new employee orientation, ongoing professional development, etc.
3. Assist supervisors with the selection of external training programs or instructors and the completion of the required documentation.
4. Provide information and materials to supervisors and employees through training to ensure successful completion of job tasks and completion of Department and District goals in conjunction with the Fire Chief.
5. Identify trainings that would assist with the achievement of District and Department goals and coordinate the delivery of the trainings to the employees.
6. Ensure all required human resources related trainings are provided to the employees.

Human Resources Systems

1. Coordinate the development and maintenance of the human resources section of the internet and intranet.
2. Maintain employee related databases. Prepares and analyzes reports that are necessary to carry out the functions of the Department and District.
3. Prepare reports for management as requested or directed.
4. Initiate and maintain an electronic system to assist with employee records, tracking leave utilized by employees, tracking time worked by employees, and other items that would make the operations of the District more effective and efficient.

General

1. Process all unemployment claims.
2. Create forms needed to process or document information.
3. Provide a report to the fire chief on the human resources activities of the District so it is available to be presented at the discretion of the fire chief at the monthly Board meeting.
4. Continually search for discounts and other benefits provided by the BWC and other programs to reduce the overall costs to the District.
5. Attend monthly safety council meetings if applicable.
6. Coordinate the Drug Free Workplace Program for the District, including all required drug testing.
7. Continually review the products and services utilized to determine if more efficient and/or effective product and services are available.
8. Consult with legal counsel on employment issues as needed.
9. Serve as back-up to Fiscal Manager for processing payroll in case of absence.
10. All other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS

- A bachelor's degree in human resources management, business, organizational development, or related field preferred. However, an associate's degree and the following training, certification, or work experience may be considered and substituted for the bachelor's degree requirement:
 - Three (3) to five (5) years of progressive experience in a human resource position.
 - Specialized training in labor relations, employment law, compensation, organizational planning and development, employee relations, safety, training, and preventative labor relations.
 - Professional Certification in Human Resources (PHR, CLRP, SHRM-CP, SHRM-SCP).



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- Significant experience in customer service, which demonstrates the ability to communicate effectively both orally and in writing with vendors, staff and the public, and the ability to establish effective working relationships with the same; and
- Administrative experience with records related to payroll, budgets, personnel files, and employee benefits; and
- Valid driver's license.

ESSENTIAL FUNCTIONS

- Ability to read and write fluently in the English Language; and
- Ability to communicate effectively both verbally and written; and
- Advanced mathematical skills including but not limited to addition, subtraction, multiplication, and division; and
- Attention to details, good organizational and time management skills; and
- Ability to define problems, collect data, establish facts, and draw valid conclusions, to make educated recommendations and decisions; and
- Ability to manage multiple projects with varied deadlines and prioritize work assignments in an organized, quality, and timely manner; and
- Works well with others or independently; and
- Proficient with Microsoft Office Suite (Outlook, Word, Excel) to keep accurate and organized records and able to produce reports in a timely manner; and
- Ability to operate various office equipment, including but not limited to a: copy machine, fax machine, postage meter, and various computer software; and
- Understands the importance of and can maintain confidentiality; and
- Is punctual and has reliable attendance; and
- Able to fulfill the physical demands of the position.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee regularly works in an indoor office space. The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise



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levels may be loud. The temperature is typically moderate and does not fluctuate often. This position requires a large amount of data input and manipulation on a computer terminal.

SELECTION GUIDELINES

Process may include, but not be limited to the following: oral interview; medical examination (including drug test), and background check.

OTHER PERTINENT INFORMATION

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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer.