



HUMAN RESOURCES MANAGER

\$88,825 - \$96,500

SPOKANE COUNTY FIRE DISTRICT 8



SPOKANE COUNTY FIRE DISTRICT 8

THE COMMUNITY

Spokane County Fire District 8 serves the citizens of Spokane County south of the City of Spokane and the City of Spokane Valley.

The District provides services to the unincorporated areas of Latah Valley, Moran Prairie, Valleyford, Ponderosa, Morningside and Saltese. Each of these neighborhoods make up a diverse land use of residential, light commercial, agricultural and multi-unit dwellings.

The area offers a scenic and family-friendly community with numerous recreational opportunities, including parks, community pools and open hiking spaces. The centennial trail is near the district and offers walking and biking opportunities. We are also within forty-five (45) minutes of several ski areas, lakes and rivers. The area boasts a great mix of urban and rural living for year-round enjoyment.

THE DISTRICT

Fire District 8 is a family oriented organization that responded to 4,176 calls for service in 2023 from four (4) staffed fire stations.

We are comprised of approximately fifty (50) Full-time employees and fifteen (15) volunteer members who are governed by a three (3) member elected board of Fire Commissioners.

The administrative staff is comprised of dedicated and collaborative members of the organization to include the Fire Chief, Assistant Fire Chief, Finance Manager, Office Specialist and the Human Resources Manager.

The Human Resources Manager is a key part of the team and will help to ensuring the members of our community and organization are understood, valued and served.





SPOKANE COUNTY FIRE DISTRICT 8

THE POSITION

The Human Resources Manager will manage complex administrative and technical human resource functions of the District. The Human Resources Manager supervises assigned staff and human resource functions while serving as a confidential employee for the Fire Chief. This is a full-time, FLSA Exempt, position.

- Responsible for the District-wide human resource functions to include but not limited to recruitment, retention, promotional testing and human resource compliance.
- Responsible for the District-wide employee benefit programs and analyze, coordination and distribution of written and verbal information to employees and dependents relative to employee benefit programs. Responsible for employee benefit program administration related invoices, contracts, statistical and budgetary reports.
- Develop and present new employee orientation. Develop and prepare new employee packets and documentation. Ensure new employees complete the required documentation. Set up new or promoted employees in various software and reporting systems.
- Responsible for on-boarding and off-boarding employees and providing education and documentation regarding post-separation benefits information including COBRA, post-medical retiree medical, etc.
- Responsible for human resources activities such as research and analysis of employee salaries, benefits, policies and procedures.
- Responsible to track changes to employee status including but not limited to personal information, position assignments and years of service.
- Participate in the investigation and resolution of ongoing employee relations matters and compliance issues.
- In conjunction with the Fire Chief, develop proposals and strategies for the collective bargaining process.
- Prepare and maintain a variety of records, files and reports relative to human resource functions; establishes and maintains confidential employee records; purges and archives files and documents per RCW, WAC and CBA retention schedules.
- Maintain appropriate data for employee injury, ADA and health care compliance and generation of required documentation. Ensure documentation is completed and distributed accurately.
- Assist with the review, development and modification of policies, procedures, systems, and documentation, as appropriate to the development of the best practices within the division and district.
- Serve on various committees within the scope of the assigned duties to include negotiations, labor management and when administration representation may be required.
- May be required to provide customer service to citizens via walk-in, phone or electronic mediums.
- Any other related assignments as directed by the Fire Chief or designee.



SPOKANE COUNTY FIRE DISTRICT 8

THE CANDIDATE

The District is seeking an enthusiastic and collaborative candidate with a demonstrated ability to exercise independent judgment and discretion.

The candidate should bring a skill set that allows them to understand the needs of the District and develop and implement a human resources section that produces collaborative and detail oriented work product.

The ideal candidate should have experience with similar or larger number of employees and be willing to learn and participate as an active member of the Fire Chief's administrative team.

The candidate shall possess a high school degree. A bachelor's degree or greater with course work in human resources or a related field is preferred. The District will consider any combination of experience, education and training that would provide the required knowledge, skills and abilities.

COMPENSATION

Salary: \$88,825 – \$96,500

Retirement: Washington State Department of Retirement PERS Plan; employee and District contribute a percentage.

Healthcare: District pays 100% of premiums for employee and dependents.

Dental/Vision: District pays 100% of premium for employee and dependents. Includes orthodontia.

Paid Vacation: Accrues 8 hours per month; front loaded vacation negotiable.

Sick Leave: Accrues 8 hours per month; front loaded sick negotiable.

VEBA: District contributes up to \$1,250 annually.

Holidays: Twelve (12) compensated holidays provided.

For a full job description, application and to apply visit:

www.scf8.org

First Review: October 15, 2024

