



TITLE:	HUMAN RESOURCES ANALYST	NUMBER:	30.106
DIVISION:	ADMINISTRATION	SALARY/WAGE STATUS:	PER WAGE RESOLUTION
DEPARTMENT:	N/A	CIVIL SERVICE STATUS:	NON-CIVIL SERVICE
FLSA CLASSIFICATION:	HOURLY	PERS CATEGORY:	GENERAL SERVICE
SUPERVISOR:	FIRE CHIEF	BARGINING UNIT:	NONE
SUPERVISOR EXERCISED:	ASSIGNED STAFF	SAFETY SENSITIVE:	NO

HUMAN RESOURCES ANALYST

GENERAL STATEMENT OF DUTIES

Under general direction of the Fire Chief, plans, directs and manages all aspects of the Fire District's Human Resources and Risk Management activities. Functional areas include recruitment and retention, employee relations, classification and compensation, employee records, employment policies, and development, benefits, performance management, labor relations, workers' compensation and safety, general liability, and insurance. Advises Fire Chief, and other management staff on a variety of human resource and risk management issues; and completes special assignments in support of the Fire Chief.

SUPERVISION RECEIVED

Works under the general supervision of the Fire Chief who reviews work for conformance to District policies and standards.

SUPERVISION EXERCISED

Effectively supervises assigned staff.

KEY ATTRIBUTES

In addition to meeting the established minimum qualifications stated below, the Ideal Candidate will have the following attributes:

- Motivated, self-directed problem solver with high standards for quality.
- Possess strong analytical skills, able to identify and understand complex problems and apply logical thinking and quantitative methods to gathering and analyzing information.
- Exceptional communication skills, both written and oral, and the ability to communicate with diverse audiences in a variety of contexts.
- Strong collaborator with the ability to develop and maintain work relationships with internal staff, District leaders, and key stakeholders for the purpose of consulting and providing guidance on various human resource and risk management issues.
- Able to work on multiple projects and consistently maintain effectiveness even when experiencing changes in work priorities.
- Ability to work independently and under general supervision for projects and duties completion.

ESSENTIAL FUNCTIONS

1. Plans, directs and facilitates completion of all human resource and risk management related activities of the District. Serves as advisor to the Fire Chief and Deputy Fire Chief to provide Human Resources/Risk Management perspective to discussions on District programs and policies.
2. Develops, manages, and evaluates plans, policies, systems, and procedures applicable to Human Resource and Risk Management responsibilities.
3. Oversees and coordinates performance management activities, including annual appraisal process. Counsels employees and managers on performance management issues as needed.
4. Monitors and facilitates employee relations issues and counsels management accordingly. May participate in pre-disciplinary fact-finding and disciplinary hearings. Drafts or assists supervisors in drafting disciplinary letters.
5. Participates in collective bargaining process; performs complex compensation comparisons; performs cost analysis; assists in development and administration of labor contract; administration of non-representative employee wage and benefit resolution.
6. Serves as District's EEO/Affirmative Action Officer. Responds to complaints regarding protected class harassment or discrimination. Ensures equal opportunity laws and policies are implemented and followed. Provides assistance in requests for accommodation or other compliance issues.

7. Oversees and administers the recruitment and selection process ensuring a process that is based on merit, qualifications, and competence.
8. Selects and oversees work of professional and specialized service providers in areas such as background investigation, psychological and medical evaluations; and conducts reference checks.
9. Effectively promotes and implements safety program in coordination with Safety Chief. Complies with all safety regulations and performs work in a safe manner. Ensures management provides a safe working environment in compliance with Federal, State, and District health and safety guidelines and regulations.
10. Represents District by responding to the public, community members, employees, and others in a prompt, professional, and courteous manner. Regards everyone, internal and external, as a customer and delivers the best service possible in a respectful and patient manner.

EXPERIENCE AND TRAINING

1. Bachelor's degree in Human Resources, Business Management, Public Administration, Psychology, Political Science or other related field from an accredited school, including education or training in specific Human Resources topics and law (e.g. PECBA, ADA, O/FMLA, FLSA, etc.).
2. Five years of experience in Human Resources, two of which must be in a Human Resources Leadership position with supervisory responsibilities; experience in a public agency is highly desirable.
3. Professional Human Resources (PHR) or Senior Professional Resources (SPHR) designation is preferred.
4. In lieu of degree, applicant must demonstrate other equivalent education and/or experience to be considered in lieu of the formal education requirement listed above. The three-year minimum experience standard must still be met. Adequate equivalency will be at the sole discretion of MCFD No. 1.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent supervisory skills.
- Extensive knowledge of principles and practices of employee supervision, including work planning, assignment, review, evaluation and training.
- Knowledge of principles, practices and techniques of human resources management in a public agency setting including labor and employee relations, classification and compensation, recruitment and selection, benefits

and training, including interpretation of laws, regulations, policies and procedures.

- Knowledge of applicable Federal, State and local laws and codes. Understand and appropriately apply PECBA, USSERA, ERISA, and Collective Bargaining law during the course of job duties. Additionally, have knowledge of applicable Federal, State, and Local law as it relates to local government.
- Excellent leadership, interpersonal, written and oral communications, analytical, problem solving, organizational and decision-making skills; including the ability to assess District wide impacts. Incumbent must be a global thinker with the ability to see multiple perspectives.
- Ability to be proactive in recognizing and addressing potential problems. Acts as a mediator or facilitator in adversarial situations and must apply tact and diplomacy to build trust and confidence in others.
- Ability to effectively organize multiple tasks and to analyze complex information.
- Manage multiple assignments, meet deadlines, manage continual interruptions and frequent changes in work priorities, and deal effectively with difficult public relations situations and/or customers, both internal and external.
- Consult effectively with Fire Chief and other District managers to develop solutions to complex organizational and people management issues.
- Ability to get along well with coworkers; maintain effective work relationships, including effective labor relations; maintain confidentiality; and exercise discretion and judgment.
- Inspire trust and confidence through diplomacy and tact.

TOOLS AND EQUIPMENT USED

In the performance of job duties, the incumbent may use the following tools and/or equipment: multi-line phone system; computer and associated software; copy and fax machines; smart phone; and other office-related tools and equipment.

PHYSICAL DEMANDS

The physical demands of positions in this classification include frequent use of a keyboard; sitting for long periods of time; intermittent walking or standing; and occasional bending or squatting; occasional lifting and moving up to 20 pounds; constant use of overall vision; frequent reading and close-up work; frequent repetitive motion; frequent writing; frequent grasping, holding and reaching; frequent hearing and talking, in person and on phone; frequent decision making and concentration; frequent problem solving; frequent contact and interaction with public, co-workers, and other professionals; intermittent periods of working alone; frequent exposure to computer screens and noise.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of positions in this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this classification, employees regularly work with and near electronic equipment and near on-going emergency radio traffic. The noise level of the work environment can vary from mild to moderate. This position is eligible for Telework in accordance with the District adopted Telework Policy.