



NOW HIRING—Marion County Fire District No. 1
HUMAN RESOURCES ANALYST –
FULL TIME

Opening Date: 05/20/2022
Closing Date: 06/24/2022 at 12:00 PM
Evaluation: Week of June 27th, 2022

Marion County Fire District No.1 is looking for an energetic and motivated individual who is excited to join our team as a Human Resources Analyst.

Pay Range: \$30.89-37.93 Hourly, DOE, and 2% Cost of Living Adjustment 7/1/2022
Benefits: Health & dental insurance for employee and family, life insurance, vacation and sick leave as well as PERS/OPSRP retirement plan.
Schedule: 40 hrs. per week, on-site and possible remote work site.

The Human Resources Analyst works under general direction of the Fire Chief and 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.

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.
- ◆ Exceptional oral and written communication skills.
- ◆ Strong collaborator with the ability to develop and maintain working relationships with internal staff, District leaders, and key stakeholders.
- ◆ Able to work on multiple projects and consistently maintain effectiveness.
- ◆ Ability to work independently and under general supervision.

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. Three-year minimum experience standard must still be met. Equivalency will be at sole discretion of MCFD No. 1.

APPLICATION PACKET CHECKLIST

1. Letter of Interest/Cover Letter that addresses requirements listed above.
2. Completed Application. Resume and cover letter will not take the place of the application.
3. Resume. *Make sure that resume clearly meets the requirements outlined above including dates of employment and comprehensive duties list.*
4. Certifications and Documentation. *Attach all applicable documentation supporting minimum or preferred qualifications.*
5. Submission of responses to supplemental questionnaire.

EVALUATION:

The evaluation process will consist of an application packet, supplemental questions evaluation, interview panel, and skills evaluation. Qualified candidates will be invited to the assessment center during the week of June 27-30, 2022.

HUMAN RESOURCES ANALYST SUPPLEMENTAL QUESTIONS:

1. What describes your highest level of education and degree major/minor? Please include a copy of your degree or transcript.
2. Please indicate your years of experience working for a public (governmental) agency and in what capacities.
3. Please specifically explain how your prior work experience, education and knowledge, skills and abilities match the qualifications for this position.
4. Please list any certifications you hold that are related to Human Resources, Employment Relations, Risk Management, hiring or any other related certifications.
5. Please indicate qualifications you possess. Benefit Administration, applicant screening, Labor Negotiation Principles, office machines, PERS reporting, organizational skills, time management skills.
6. Please describe any work experience in the following:
 - ◆ Employee Benefit Administration
 - ◆ Application of Federal and/or State employment laws
 - ◆ Application of PECBA, USSERA, ERISA and Collective Bargaining Law
 - ◆ Recruitment and on-boarding of applicants and new employees
 - ◆ Development of Policies and Procedures
 - ◆ Supervisory experience
 - ◆ Familiarity and knowledge of the Fire Service
 - ◆ Springbrook/Accela Software
 - ◆ Oregon PERS
 - ◆ Union Contracts/Collective Bargaining Agreements

All application materials must be received by 12:00pm June 24th, 2022.

Application materials may be sent in .pdf or .doc format to Fire Chief Kyle McMann at kylem@mcf1.com, or by hand delivery or mail to 300 Cordon Rd NE, Salem, OR 97317.

Questions regarding this position may be directed to Fire Chief Kyle McMann at kylem@mcf1.com, or by phone at 503-588-6535.

Submissions received after the closing date/time, or those which do not include all of the required application components will be rejected.