

JOB DESCRIPTION

POSITION:	Personnel Officer
CLASSIFICATION:	Civilian
POSITION RANGE:	#50
REPORTS TO:	Fire Chief
FLSA STATUS:	Exempt

General Statement of Duties

Under general direction of the Fire Chief assumes primary responsibility for the supervision and management of the District's personnel system and programs, including planning, organizing, developing, implementing, coordinating and directing. Duties include formulating personnel policies and procedures and recommending to the Fire Chief personnel policies and practices. Assists senior management on personnel issues. Acts as the Fire Chief's representative in matters related to policy and procedure concerning personnel issues.

Essential Functions

- Formulates and recommends personnel policies and objectives for the District.
- Identifies legal requirements and government reporting regulations affecting personnel functions (e.g., OSHA, EEO, FLSA, COBRA).
- Develops, administers, and monitors the division's budget.
- Protects interests of employees and the organization in accordance with District personnel policies and governmental laws and regulations. Conducts internal personnel investigations. Approves recommendations for terminations. Reviews employee appeals through complaint procedure.
- Establishes and coordinates in-house management training programs that address organizational needs.
- Keeps supervisor informed of significant problems that jeopardize the achievement of objectives, and those which are not being addressed adequately at any level.
- Establishes, coordinates, and maintains recruitment program and selection process.
- Prepares, recommends, and maintains records and procedures for controlling personnel transactions and reporting personnel data.
- Designs personnel forms and maintains personnel records.

Personnel Officer
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- Serves as EEO specialist.
- Proposes, publishes, administers, and interprets personnel policies and procedures.
- Conducts wage and salary surveys.
- Administers classification programs, which include classifying and reclassifying positions, and writing job descriptions.
- Accepts all employment applications.
- Works with all division and department heads.
- Processes all new employees and all change of status documentation.
- Processes all disciplinary action.
- Provides public personnel information such as verifying employment.
- Conducts orientation programs.
- Coordinates grievance activities.
- Coordinates benefit programs.
- Monitors all leave programs.
- Processes unemployment documentation.
- Monitors performance appraisal program.
- Coordinates risk management program.
- Monitors and processes workers' compensation claims.
- Provides administrative support to the elected officials.
- Manages and supervises administration personnel and their job functions.

Minimum Qualifications (Knowledge, Skills, and Abilities)

- Knowledge of the principles and practices of personnel administration.
- Knowledge of sound techniques in all aspects of personnel management.
- Knowledge of automated HRIS systems.
- Knowledge and experience in public sector policy development/implementation.
- Knowledge and experience in public sector human resources management.
- Knowledge of the organizations and operations of the District and of sound administrative programs.
- Ability to develop long-term plans and programs and to evaluate work accomplishments.
- Ability to apply and adapt practices and techniques to the special requirements of the District.
- Ability to establish and maintain effective relationships with other District officials, employees, and the general public.
- Ability to present facts and recommendations effectively in oral and written format.

- Ability to develop relationships with a diverse work force.
- Ability to manage, organize and communicate in dealing with complex processes.
- Ability to develop and motivate employees and staff and inspire a team effort as well as to develop an effective management team.

Required Training and Experience

- High school diploma or its equivalent.
- Five years managerial and supervisory experience in government or industry, including experience in public or private personnel management
- Bachelor's Degree in personnel management, public administration, human resources, or other applicable field, and/or any equivalent combination of experience and training that provides the minimum requirements.

Additional Qualifications

- High energy level, comfortable performing multifaceted projects in conjunction with day-to-day activities.
- Superior interpersonal abilities. Ability to get along with diverse personalities, tactful, mature, flexible.
- Participative management style-advocate of team concept.
- Ability to establish credibility and be decisive-but able to recognize and support the organizations mission, goals and objectives.
- Performance of other essential functions dependent upon work locations and assignments.

This job specification should not be construed to imply that these requirements are the exclusive standards for the position. Incumbents will follow any other instructions, and perform any other related duties as may be required by supervisory personnel.