



www.gigharborfire.org

Employment Opportunity

Human Resources Program Manager



Gig Harbor Fire & Medic One is hiring an experienced leader in human resources to serve as the Human Resources Program Manager.

Position Details

Salary & Benefits:

- Annual salary: \$86,234-\$123,192 DOE/DOQ
- Washington State PERS II or PERS III Retirement
- Medical/Dental/Vision for Employee and Family
- District Contributions to Employee's Healthcare Reimbursement Account (HRA)
- Employer Matched Deferred Compensation
- Sick Leave
- Educational Incentives Available

FLSA Status: Exempt

District Profile:

With a historic waterfront, quality schools, and ample recreation opportunities, the Gig Harbor Peninsula is a great place to live, work, play, and enjoy the beautiful Puget Sound. Our team takes great pride in providing excellent service to the people of this community.

Gig Harbor Fire & Medic One provides 911 emergency medical services, fire suppression, emergency rescue and injury prevention services to the 50,000 residents living on the Gig Harbor Peninsula. Our response area covers 55 square miles with more than 50 miles of shoreline including Fox and Raft Islands.

Our District responded to 6,108 calls in 2018. Gig Harbor supports a variety of specialized teams, including Technical Rescue, Hazardous Materials, and Wildland Firefighting.

The Human Resources (HR) Program Manager will be the District's first dedicated HR provider. Currently, responsibility for providing HR services is divided between several positions. The HR program manager will support 109 career members and 20 volunteers.

A Human Resources Program Manager job description is attached.

For more information about the Gig Harbor area, click here: [Gig Harbor Chamber Website](#).

Required Qualifications:

1. Associates Degree in Human Resources, Business Administration, or a related field.
2. Current SHRM-CP, SHRM-SCP, PHR, SPHR certification or equivalent.
3. A minimum of five (5) years Human Resources experience.
4. Valid Washington State Driver's License and acceptable driving record.
5. Must be bondable, insurable, and able to qualify and act as a Washington State Notary.
6. Ability to type 40 wpm and proficient with the Microsoft Office suite of software.
7. Must successfully pass drug screening, psychiatric screening and comprehensive background review prior to hiring.
8. Candidates must be tobacco and marijuana free at time of testing.

Desired Education, Experience, Licenses and Certifications:

1. Bachelor's Degree in Human Resources, Business Administration, Public Administration, or related field.
2. Public Sector Human Resources experience.
3. Experience processing and resolving union grievances.

How to Apply:

Email all documents indicated below to HR@GigHarborFire.org by October 20, 2019.

Required Documents:

1. Cover letter summarizing how you meet the required qualifications
2. Resume
3. Completed Gig Harbor Fire & Medic One Contact Sheet (included in this packet)
4. If applicable, attach a copy of your military DD214

Optional Documents:

1. Training certificates and/or diplomas.
2. Letters of recommendation.

GIG HARBOR FIRE & MEDIC ONE

POSITION: HUMAN RESOURCES PROGRAM MANAGER

GENERAL FUNCTION:

The Human Resources (HR) Program Manager supervises personnel systems for Gig Harbor Fire & Medic One in a collaborative environment. This is a confidential, FLSA exempt, full-time, on-site position. Due to the nature of the position, occasional evening and weekend hours may be required.

This position reports to and is accountable to the Assistant Chief of Administration. HR Manager performance is evaluated through observation of daily activities, meetings, program effectiveness, accuracy of information and reports, timeliness, and relations with citizens and District members.

SUPERVISORY RESPONSIBILITIES:

The HR Manager may supervise employees.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Assist all employees with HR needs and concerns including availability and use of benefits, retirement, injury, and disability. This will include HR matters related to the Washington State Department of Retirement Systems, Labor and Industries, and District sponsored insurance (disability and medical) providers.
- Develop, update, and coordinate implementation of District HR policies and procedures.
- Ensure and maintain compliance with current applicable statutes, codes, and District policies related to HR.
- Maintain a variety of confidential records including employee personnel files.
- Develop, update, and coordinate recruitment, selection, promotion, and orientation processes in a collaborative environment.
- Serve as a District representative on collective bargaining negotiating teams.
- Assist with development of collective bargaining strategies and proposals.
- Provide and respond to appropriate requests for personnel information.
- Ensure proper documentation and reporting of employee injuries and illnesses.
- Attend administrative and other meetings and participate on committees as assigned.
- Investigate sensitive issues in a confidential and tactful manner.
- Manage requests for accommodation (ADA, religious, and others applicable by law).
- Assist with employee discipline and grievance issues as needed, and implement and interpret contract language when appropriate.
- Assist District members in ensuring consistency and appropriateness of discipline.
- Provide or coordinate staff training on compliance or human resource issues.
- Assist supervisors in developing skills to manage HR more effectively through coaching, instruction, and training.
- Establish and maintain effective working relationships with co-workers, line and command staff, Fire Commissioners, various agency representative, and the public.

- Prepare and maintain a variety of records, logs, and files; locate materials and information in records and files as required.
- Respond to complaints and requests for information when appropriate.
- Positively represent the District in meetings, bargaining, and grievance matters.
- Travel between various worksites to fulfill the needs of the District.
- Display emotional intelligence and maturity.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

The position shall also have demonstrated the ability and skill to effectively:

- Communicate and display a knowledge of the principles and practices of HR administration, including knowledge of federal and state laws, codes, and regulations related to employment and compensation practices for Washington State public safety employees.
- Communicate in the English language, both orally and in writing, including group facilitation, collaboration, managing feedback, and excellent public speaking ability.
- Perform record and file maintenance.
- Work with minimum supervision.
- Develop and maintain adaptability, flexibility, stress tolerance, conflict resolution and motivational techniques, time management and public relations skills.
- Work harmoniously with the general public, co-workers, media and related agencies.
- Demonstrate knowledge of applicable law, regulations, and codes required to adequately perform the essential functions of the job.
- Carry out assignments in a timely manner that fulfills the mission and needs of the District.
- Operate contemporary office electronic devices, including a personal computer, with various software applications connected to a networked system.
- Organize and accomplish work assignments with minimal supervision.

PHYSICAL DEMANDS:

The position shall have the demonstrated physical ability to:

- Communicate over the telephone and speak in person to individuals and groups.
- Read standard text and to write.
- Operate office machines to include word processor, typewriter, postage machine, copy machine, fax machine, printers, calculator, paper cutter, hole punch, etc.
- Sit, talk and hear, move about, and operate or control objects, tools, and machines.
- Lift and/or move objects weighing up to ten (10) pounds such as files, books, office equipment, etc.
- Have sufficient visual and auditory ability to perform assigned tasks.

QUALIFICATIONS:

Required:

- Associates Degree in Human Resources, Business Administration, or related field.
- Current SHRM-CP, SHRM-SCP, PHR, SPHR certification or equivalent.
- A minimum of five (5) years Human Resources experience.

- Valid Washington State Driver's License and acceptable driving record.
- Must be bondable, insurable, and able to qualify and act as a Washington State Notary.
- Ability to type 40 wpm and proficient with Microsoft Office suite of software.

Preferred:

- Bachelor's Degree in Human Resources, Business Administration, Public Administration, or related field.
- Public Sector Human Resources experience.
- Experience processing and resolving union grievances.



Gig Harbor Fire & Medic One

Contact Information Sheet

Applicants will be notified of their progress in the selection process. Please complete the information below in order for Gig Harbor Fire & Medic One personnel to contact you in the most efficient and confidential manner.

If you do not want our personnel to contact you at a specific location (i.e., work), or by a specific method, please leave that space blank.

Applicant Name:

Home Information

Street Address:

Apartment Number:

City, State, Zip Code:

Home Phone:

Best Time to Call:

Home Fax:

Personal Email Address:

Personal Cell Phone:

Best Time to Call:

Notes:

Work Information

Organization:

Street Address:

City, State, Zip Code:

Work Phone:

Best Time to Call:

Work Fax:

Work Email Address:

Work Cell Phone:

Best Time to Call: