



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

JOB TITLE	Human Resources Specialist (Employee Engagement & Benefits)
DIVISION	Administration
FLSA STATUS	Non-exempt
SAFETY SENSITIVE	No

DEFINITION

Under general supervision of the Administrative Division Officer, the Human Resources Specialist (Employee Engagement & Benefits) provides a variety of technical, standard professional and specialized office support to a variety of human resources activities and functions.

DISTINGUISHING CHARACTERISTICS

This is an intermediate level position distinguished from an administrative support role by its emphasis in human resources practices and procedures specifically related to employee/retiree benefits and employee engagement and involves a certain degree of independence and responsibility. This position is often called to support other divisions within the District, as well as other members of the Administration Division, in order to accomplish priorities and meet deadlines.

REPORTS TO: Administration Division Officer

ESSENTIAL FUNCTIONS

The functions listed below are examples of the work typically performed by an employee in this position. An employee may not be assigned all functions listed and may be assigned functions which are not listed below.

1. Under supervision, reviews, verifies, and processes employee information including benefit enrollments, qualifying life events, separations, terminations and beneficiaries for completeness and accuracy.
2. Under supervision, reviews monthly carrier invoices, reconciles and tracks adjustments to ensure accuracy.
3. Serves as liaison with insurance carriers, brokers and TPAs to build and maintain relationships, to report, and track issues through to resolution on behalf of our employees/retirees.
4. Under supervision, designs and carries out specified programs in such areas as employee recognition, employee orientation, and retirement preparation.
5. Coordinates orientation and employee training with regards to benefits; maintains certain training records.



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6. Responds to questions, provides accurate information, and interprets regulations to employees, other agencies, and the public.
7. Acts as a receptionist and receives and screens visitors and telephone calls. Directs callers to the proper person and, department or personally handles the call; provides information which requires the use of judgment and interpretation of District policies, rules, and procedures.
8. Arranges meetings by reserving meeting room, inviting attendees, and providing administrative support as needed.
9. Maintains employee records through District software in an organized, accurate, accessible, and secure manner.
10. Under supervision, prepares statistics and other departmental reports in such areas as employee records, benefits administration, employee wellness, workers compensation and OSHA compliance.
11. Serves as a member of the Social Media team, Insurance Advisory Committee, and lead on training software.
12. Coordinates employee graduations, pinning receptions, retirements, and promotional/service award celebrations.
13. Supports public education, community and special events as needed.
14. Contributes to the efficiency and effectiveness of the administration division by participating as an active team member.
15. Cultivates positive working relationships with the public and Tahoe Douglas Fire Protection District's personnel.
16. Represents the District with dignity and integrity.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of

- Principles and procedures of public human resources administration.
- Function and structure of a public agency.
- Federal and State employment regulations and related HR practices.
- Computer applications relevant to job duties.
- Standard office practices and procedures, including filing and the operation of office equipment.
- Business letter writing and the standard format for typed materials.
- Payroll and personnel record keeping principles and practices.
- Correct English usage including grammar, punctuation, and vocabulary.

Skill to

- Maintain accurate records and files.
- Complete assigned projects independently and in a timely manner.
- Communicate orally with outside auditors and others regarding District information.



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- Write in English sufficient to compose routine business correspondence and reports.
- Analyze personnel problems and recommend solutions.
- Contribute effectively to the accomplishment of team or work unit goals, objectives, and activities.

Ability to

- Work in a fast-paced environment without sacrificing quality.
- Work on multiple tasks and projects.
- Learn and adapt to new processes.
- Interpret, apply, and explain applicable policies and regulations.
- Perform conscientious office support work.
- Prepare clear and concise reports, correspondence, and other written materials.
- Use initiative and independent judgment within established procedural guidelines.
- Organize - work, set priorities, and meet critical deadlines.
- Maintain confidentiality of sensitive information and data.
- Interact positively with others including the general public, elected officials, other District staff, and coworkers.

Experience and Training:

Any combination of training, education, and experience, that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

- High school diploma or equivalent.
- Associate's Degree in Business Administration, Human Resources, or related field.
- Two (2) years of related work experience in an administrative role in human resources, preferably in the public sector; or an equivalent combination of education and experience.
- Proficiency with Excel, Microsoft Suite, Gmail, and HR software.

Required Certifications and Licenses:

All required certifications and licenses must be maintained and current through the duration of employment.

- Possess and maintain a valid CA or NV driver's license.
- Must possess or obtain Incident Command Systems (ICS) IS-100, IS-200, IS-700, and IS-800 within six (6) months of employment.
- Must possess or obtain CPR certification within six (6) months of hire.



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Special Requirements:

- Must work a 40-hour workweek and be willing to work outside the normal work schedule to accomplish project objectives.

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use a keyboard and a monitor for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper, occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a computer using word processing and databases. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, employees, and the public. Maintain regular and consistent punctuality and attendance. Light lifting (up to 25 pounds) is occasionally required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS

Work is performed under the following conditions:

Position functions indoors in an office type environment where most work is performed at a desk. Position may occasionally be required to travel by car for business purposes. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur.



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ACKNOWLEDGEMENT

I have reviewed this job description, along with any attachments, and find it to be an accurate description of the demands of the job.

PRINT NAME

SIGNATURE

DATE