



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

JOB TITLE Human Resources Specialist (Talent Acquisition & Compliance)

DIVISION Administration

FLSA STATUS Non-exempt

SAFETY SENSITIVE No

DEFINITION

Under the general supervision of the Administrative Division Officer, the Human Resources Specialist (Talent Acquisition & Compliance) provides technical and professional support across a variety of human resources functions. This includes recruitment, selection, compliance, performance management, and human resources initiatives. The position requires the ability to exercise independent judgment, discretion, and a high degree of confidentiality.

DISTINGUISHING CHARACTERISTICS

This is an intermediate-level position distinguished from an administrative support role by its emphasis on human resources practices and procedures specifically related to talent acquisition, recruitment, policies, and compliance. This position requires a degree of independence and responsibility and is often called to support other divisions within the District.

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. Coordinates full-cycle recruitment processes, including job postings, candidate screening, interview scheduling, assessments, interviews, pre-employment screenings, comprehensive background checks, fingerprinting, physicals, psychological evaluations, reference checks, and managing all recruitment aspects from start to finish.
2. Monitors talent acquisition trends to maintain competitiveness and assists in the development and implementation of talent acquisition strategies to attract and secure qualified candidates, including creating social media content for job postings to reflect branding.
3. Maintains HRIS system to ensure accurate recruitment and personnel records, complying with applicable laws and Fire District policies.



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4. Works closely with managers and Chief Officers to understand staffing needs and advises on recruitment best practices.
5. Prepares reports and compiles data related to recruitment metrics and compliance audits.
6. Facilitates new hire onboarding processes, including orientation and the completion of required documentation, such as employee information, I-9 verification, government forms, Fire District policies, retirement, and benefits enrollment.
7. Supports the onboarding process by preparing employee announcement memos, coordinating introductory materials, and ensuring a smooth transition for new hires.
8. Drafts, revises, and updates comprehensive job descriptions and employment contracts tailored to the specific needs of the Fire District and maintain legal compliance standards through FLSA.
9. Oversees and administers the Fire District's performance management process, ensuring timely evaluations, tracking performance metrics, and providing training and guidance to supervisors on effective feedback and goal setting.
10. Facilitates the coordination of human resources projects, including annual employee physicals, strategic planning, and personnel policies that establish guidelines and a foundation for employee success.
11. Conduct classification, compensation, statistical reporting, comparative analysis, and deliver valuable insights to drive strategic decision-making.
12. Ensures compliance with Fire District policies, federal, state, and local employment laws, and regulations, including EEOC, FLSA, and ADA.
13. Assists in the administration of workplace policies and procedures, ensuring adherence to District standards.
14. Responds to inquiries by providing accurate information and interpreting regulations for employees, other agencies, and the public.
15. Uses judgment and knowledge of Fire District policies, rules, and procedures to deliver appropriate and reliable information.
16. Arranges meetings by reserving meeting room, inviting attendees, and providing administrative support as needed.
17. Serves as a backup to the front desk, assisting with receiving and screening visitors and telephone calls.
18. Supports public education, community outreach, and special events as needed.
19. Cultivates positive working relationships with the public and Tahoe Douglas Fire Protection District's personnel.
20. Represents the District with dignity and integrity.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of

- Principles and procedures of public human resources administration.
- Federal and State employment regulations, compliance, and human resources practices.
- Recruitment strategies, sourcing techniques, and talent acquisition best practices.



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- Standard office practices and procedures, including filing and the operation of office equipment.
- Business letter writing and standard formatting for typed materials.
- Personnel record-keeping principles and practices.
- Correct English usage, including grammar, punctuation, and vocabulary.
- Human resources software applications and applicant tracking systems.

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.
- 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:

- 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.



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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.

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