



Position: Human Resources Supervisor

Division: Administrative

Reports To: Fire Chief

FLSA: Non - Exempt

Effective Date: July 17, 2023

## JOB DESCRIPTION

This job description is established by the Fairmount Fire Protection District (“district”) to outline the basic requirements, duties, and general responsibilities of the **Human Resources Supervisor** position and is written to complement the district's *Personnel Policy Manual* and *Standard Operating Guidelines*.

The headings in this job description are for reference only and shall not affect its interpretation.

### Position Summary:

The human resources supervisor is responsible for the human resources programs of the district and performs duties at the professional level including recruitment/hiring, employment law compliance, personnel files maintenance, protection of confidential employee and district information, and administration of the district's benefit programs, including renewing contracts, reviewing bids for district benefits, advising employees on benefits questions, and resolving benefits claims. This position is non-exempt and subject to overtime.

### Immediate Supervisor:

The human resources supervisor reports to the fire chief.

### Supervisory Responsibility:

The human resources supervisor supervises the human resources generalist.

### Primary Duties and Responsibilities:

The following duties are an overview of the primary duties and responsibilities of the human resources supervisor and should not be considered an all-inclusive list.

1. Demonstrate a comprehensive knowledge of and adherence to the district's rules, policies and procedures as they pertain to human resources, benefits and payroll specifically and the district generally, including but not limited to the rules, policies and procedures contained in the district's *Personnel Policy Manual* and *Standard Operating Guidelines* and consistently and appropriately enforce the district's rules, policies and procedures.
2. Establish and maintain human resources programs that ensure the district's compliance with federal, state and local employment laws and industry best practices.
3. Maintain the confidentiality of Protected Health Information (PHI) as defined under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and related regulations in a sensitive information-rich environment.
4. Maintain the confidentiality of all personnel records and employee related issues.
5. Develop, recommend and implement personnel policies and procedures.
6. Ensure the district's employment and personnel policies are current and in compliance with all applicable laws. Periodically, but not less frequently than annually, review the Fairmount Fire Protection *Personnel Policy Manual* and recommend changes to the fire chief. Communicate changes to the Fairmount Fire Protection District *Personnel Policy Manual* to all employees.
7. Communicate various human resource policies, procedures, laws, standards and other government regulations to management, supervisors and employees.
8. Consult with legal counsel as appropriate and directed by the fire chief on personnel issues.
9. Support and advise supervisors to assist in carrying out their responsibilities in personnel matters.

10. Work with supervisors to develop hiring processes for employees and volunteers which comply with all applicable laws, including review/update job descriptions, perform salary surveys, develop skills assessment, and interview questions.
11. Coordinate onboarding of new employees. Develop a new employee orientation program to include benefits overview, organizational orientation, and training on HIPAA and appropriate workplace behavior.
12. Communicate information on new hire and departing employees to payroll.
13. Coordinate needs for newly hired employees with Information Technology.
14. Work with supervisors to develop promotional processes for employees and volunteers which comply with all applicable laws.
15. Manage job descriptions for all district positions. Create and update job descriptions with input from supervisors, incumbents, and other stakeholders.
16. Provide training to all employees on employment law, personnel policies, benefits, and professional development.
17. Manage the district's health insurance and benefit programs and resolve employee benefits coverage issues as they arise.
18. Administer the district's COBRA insurance program in compliance with all legal guidelines.
19. Manage annual open enrollment periods for all benefits plans. Conduct new employee and ongoing enrollment changes.
20. Coordinate and administer the district's workers' compensation program by responding to and reporting employees' work-related accidents or injuries to the district's workers' compensation insurance carrier, investigating reported claims, and following through on the disposition of all workers' compensation cases.
21. Maintain employee benefits paperwork and fringe benefit informational literature, summaries, and periodic updates.
22. Seek bids for existing and new benefits and make recommendations to the fire chief.
23. Maintain all benefits contracts and agreements.
24. Respond to survey questionnaires from other jurisdictions concerning employee benefits, pay, personnel practices, policies and procedures.
25. Assist with payroll administration.
26. Perform special projects at the request of the fire chief.
27. Maintain and update employee personnel files.
28. Maintain human resource information systems records and compile reports as needed or requested.
29. Research and develop tools for the performance evaluation program. Provide training to managers, supervisors, and employees on the performance evaluation process.
30. Assist with personnel matters, including corrective and disciplinary actions, as requested by the fire chief.
31. Answer phones, direct call, and greet public and visitors.
32. Develop and maintain positive, effective working relationships with district employees, volunteers, residents, other governmental agencies, and the community.
33. Maintain a positive and respectful attitude.
34. Always maintain positive and constructive written and oral communication skills.
35. Work well in a progressive, team-oriented environment.
36. Provide excellent service to the community.
37. Have a positive attitude and be a self-starter.
38. Promote a positive, professional image of the district at all times.
39. Perform such other duties as may be assigned from time to time including but not limited to documenting financial transactions of the district, managing Accounts Payable, and approving invoices and purchase orders.

**Minimum Qualifications and Certification Requirements:**

1. Minimum of three years' experience in human resources or related field.
2. Possess a bachelor's degree in business, HR management, or related field.
3. Prefer a professional certification in Human Resource body of knowledge, or related certificate.
4. Ability to use and operate a wide variety of office automation equipment and related software, including spreadsheet applications, database management, record storage and retrieval systems, and word processing.
5. Ability to learn and understand laws and regulations governing employment, personnel and benefits issues.
6. Ability to learn complex procedures, compile and prepare financial reports, learn laws and regulations governing fiscal record keeping, and examine and verify routine financial documents and reports.
7. Ability to interpret a variety of instructions furnished in written, oral, or diagram form.
8. Ability to read, write, speak, and understand the English language at a level adequate to perform the duties of the position.

**Work Environment and Physical Requirements:**

1. This position will involve sedentary administrative work in an office environment.
2. Use of sensory activities, such as talking, seeing, and hearing, will be required frequently.
3. Position requires close vision and the ability to adjust focus.
4. This position requires the ability to sit for extended periods, and frequent pushing, pulling, pinching, gripping, reaching over head, and reaching away from body. This position also requires frequent standing, walking, twisting, and turning, and occasional kneeling, bending, squatting and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement and finger coordination in preparing statistical reports and data, using a computer keyboard and mouse.
5. Must be able to work evenings, weekends and holidays as needed.
6. Work will involve periods of high mental and/or emotional stress.
7. Position requires ability to frequently lift/move objects of up to 10 pounds in weight, and occasionally lift/move objects of up to 25 pounds in weight.