

HUMAN RESOURCE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF CLASS

This class encompasses an administrative position which is highly responsible for the Human Resource function in the Human Resource Bureau of the fire department, the primary duties of which include assisting the Fire Chief in maintaining employee benefit programs, processing payroll, and updating or creating departmental policies and procedures concerning the hiring process. The employee of this class writes reports, correspondence, and maintains a records system. The incumbent works with a high level of independence, receiving only limited direct supervision. The Human Resource Officer exercises no supervisory authority over fire department personnel. The incumbent in this class reports directly to and has work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to the class.

Oversees the operation of the human resource division. Maintains records of and processes payments for employee benefit programs including unemployment, worker compensation, insurance, and retirement. Coordinates the annual renewal process for health, dental, vision, life, and supplemental insurance. Administers all benefit programs to include claims resolution, change reporting, appraising invoices, and communication of benefit information to employees. Processes benefit status changes and conducts open enrollment for all active employees and retirees. Coordinates the employee assistance program. Works with attorneys on legal matters for any personnel related departmental policy.

Compiles, organizes, and prepares payroll records. Receives department employment records and checks them for completeness, accuracy, and conformity to established procedures while correcting any errors. Maintains all department records such as personnel, activity, application packets, completed employment applications, hiring data statistics, or any others which may be required. Disposes of obsolete files and records in accordance with established retirement schedules or legal requirements. Reports employment statistics to the Department of Labor.

Reviews management policies for accuracy and completeness. Coordinates the recruiting and hiring process. Prepares information for the department's website to ensure that online recruiting resources are current and up-to-date.

Manages all communications with applicants. Distributes applications to those who may be interested in employment with the department and maintains a log of individuals who receive applications in order to make follow up calls. Reviews completed application packets and conducts a pre-screen of all interested applicants and schedules interviews for prospective employees. Develops and maintains a hiring time line to ensure that applicants accurately and timely complete the hiring process. Coordinates drug screens and physicals for new hires. Extends offers of employment to selected applicants including starting dates and information on obtaining uniforms.

Assist with employee disciplinary process and conducts exit interviews. Schedules annual and return to work physicals. Maintains performance review schedules and annual evaluations. Performs detailed reference and background checks on applicants. Holds meeting with fire department personnel for the purpose of receiving reports and disseminating information.

Performs any related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must possess five (5) years of human resource related experience.