



Klamath County Fire District No. 1

Job Description

Executive Assistant/Human Resource Specialist

SALARY: \$17.67- \$24.03 per hour

GROUP: Non-Represented

DIVISION: Administration

REPORTS TO: Fire Chief

FLSA STATUS: Non-Exempt

CLASSIFICATION: Non-Management

STATUS: Full-Time

LOCATION: Central Station

POSITION OVERVIEW

Provides Human Resources support including, but not limited to, development and maintenance of personnel policies, records and procedures. Exercises good judgment and maintains required confidentiality. Provides executive level administrative assistance to the Chief Officers. Interacts with Finance Officer to maintain accurate benefits and payroll records.

RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

Responsibilities and duties may vary but the essential job duties will include the following:

1. This position occurs in a dynamic fast paced work environment and requires the ability to track multiple projects, and multi-task while maintaining a high level of accuracy.
2. Provides Human Resource support including, but not limited to, development and maintenance of personnel policies, records and procedures. Exercises good judgment and maintains required confidentiality.
3. Oversees insurance lines of coverage including health care benefits, workers' compensation, property, auto, and general liability. This includes processing claims for each coverage.
4. Coordinates and assists in new hire onboarding.
5. Administers FMLA/OFLA program.
6. Creates and tracks transitional duty and light duty assignments.
7. Leads hiring/promotional examination processes, including scheduling, correspondence with candidates, logistics, and maintaining accurate records.
8. Oversees and maintains employee benefit program.
9. Produces employee Personnel Action Forms.
10. Oversees performance evaluation process.
11. Provides employee training on HR topics.
12. Tracks incidents, provides data to Safety Committee, and completes annual OSHA 300 reporting requirements.
13. Provides executive level administrative assistance to the Chief Officers.

14. Identifies workflow problems and develops solutions; instructs others on administrative decisions and implements changes in office procedures and systems as necessary.
15. Coordinates training and travel arrangements for District personnel.
16. Attends meetings of KCFD1 Board of Directors; prepares Board Meeting Minutes from audio recording, Agendas, Board packets, notices, special reports, and policies.
17. Attends Staff (Management) meetings and Labor/Management meetings as required; prepares and/or publishes minutes, agendas, and packets for these meetings.
18. Works with associated Divisions to develop and supervise a master filing system for the entire District to include confidential filing such as Personnel files, Medical files, and other Human Resource and Labor/Management related documents.
19. Maintains and orders supplies for crew accountability program, uniform accoutrements such as name tags, badges, passports, helmet shields, etc.
20. Assists in the posting and maintaining accurate and up to date documents and information on the KCFD1 Intranet (Emergency Reporting).
21. Assists with KCFD1 grants, including researching, writing, administering, and reporting.
22. Develops HR related forms and procedures to increase office efficiency and utilize existing systems to maximum capabilities.
23. Produces highly accurate documents, and edits draft documents and correspondence for accuracy, grammar and spelling
24. Provides support documentation and input regarding budget process and administration.
25. Assist with KCFD1 events, such as Employee Appreciation Dinner, retirement functions, training academies, years of services pin presentations, open houses, dedications, and other functions.
26. Provides backup support to the Receptionist desk.
27. Other duties as assigned by the Fire Chief.

SUPERVISORY CONTROLS

The supervisor outlines the overall objectives and priorities, timelines, and the financial and personnel resources available. The employee plans and schedules recurring work, handles problems and completes work using own initiative, exercising judgement according to previous training, experience, and instructions. Work is reviewed from an overall standpoint in terms of meeting objectives, effectiveness, accuracy, and compliance with applicable laws, regulations, policies, and procedures.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

JOB CONDITIONS

The work schedule is eight (8) hours per day, five (5) days per week for a total of 40 hours. The supervisor assigns the exact schedule. The fire Chief can authorize variations of the scheduled 40-hour work week. Occasional evening and weekend work is required for meetings or special projects. Overtime pay or compensatory leave is provided for all hours worked outside the normal 40-hour work week.

It is the attendance standards of the employer that all employees are present and on time each shift they are scheduled to work. Unauthorized full or partial absence during any scheduled shift, arriving late, or leaving early, for whatever reason, may result in disciplinary action up to and including termination of employment. Time off may be approved if allowed by applicable policies covering illness, injury, or other personal emergency.

Job requires the use of office equipment including, but not limited to, computers with Microsoft Office, fire-based reporting and staffing programs, and internet; tablets, telephones, cell phones, two-way radios, pagers, copy machines, and fax machines.

This position occasionally requires driving and the use of KCFD1 vehicles.

The work is performed in a temperature-controlled, well-lit office.

The noise level for this position is usually quiet.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of state and federal employment laws.

Knowledge of general office practices and procedures and considerable knowledge of office recordkeeping, preferably with a special district, emergency service, or other governmental or non-profit organization.

Ability to maintain confidentiality and professionalism while performing the daily job functions.

Ability to communicate in a courteous personable manner and maintain harmonious work relationships.

Ability to communicate effectively verbally and in writing.

Ability to research and analyze data, prepare reports, documents, and studies that are clear, concise, and comprehensive using correct grammar, punctuation, spelling, and mathematics.

Ability to understand and interpret laws, rules, regulations, policies, and procedures.

Ability to organize and prioritize multiple projects.

Ability to learn and apply new skills.

Ability to keep up-to-date of current developments.

Ability to develop, foster, and maintain a positive and productive culture at Fire District No. 1.

Ability to work with minimal supervision.

Excellent keyboarding, vocabulary, spelling, punctuation, and grammar skills.

Ability to learn and remain proficient in proprietary computer programs and shared database systems used by KCFD1.

TRAINING PERIOD

Training and new employee orientation is expected to take approximately 3 to 6 months for a fully qualified employee to become accustomed to the specialized fire service terminology, processes, and statistical data reporting systems unique to KCFD1. The required probationary period for a new employee is twelve months. Upon successful completion of the probationary period of employment, the employee will achieve “regular” employee status.

QUALIFICATION REQUIREMENTS

Consideration will be given to any combination of education and experience that would reflect meeting the qualifications and provide the ability to successfully perform the duties of the position. Equivalent or additional education, experience, and certifications from other states or agencies may be considered. Certifications and licenses must be maintained for the duration of employment.

MINIMUM REQUIREMENTS

Education

High School diploma or equivalent.

Certifications/licenses

Possession of a driver’s license valid in Oregon and maintain a safe driving record throughout the duration of employment.

Experience

Five (5) years’ office experience with a combination of Human Resource and/or Executive Assistant type responsibilities that included dealing with confidential information and issues. Three (3) years must be directly related to HR functions;

OR

Associate Degree in applicable field and two years of HR experience;

OR

Bachelor Degree in applicable field and one year of HR experience.

Skills

Computer proficiency with an emphasis in the use of Microsoft Word, Excel, Outlook, PowerPoint; databases; and work in a networked environment.

Ability to type accurately at a minimum of 50 WPM, and 10-key proficient.

PREFERRED QUALIFICATIONS

Education

Associate Degree in Business Administration, Office Systems, or closely related field.

Bachelor Degree in Human Resources, Business Administration or a closely related field.

Experience

With applicable AAS- Three (3) years’ office experience with a combination of Human Resources and/or Executive Assistant responsibilities, of which at least two (2) years must be directly related to Human Resources functions.

With applicable BS/BA- One (1) year office experience directly related to Human Resources functions.

Certifications

SHRM - PHR certification or equivalent



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PRE-EMPLOYMENT REQUIREMENTS

Employment for this position is contingent on clearance of the following:

- Pre-Employment Drug Screen
- Background Investigation
- Physical Examination
- Psychological Evaluation

ADA/EEO STATEMENT

In accordance with federal and state laws, Klamath County Fire District No. 1 is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, KCDF1 will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

JOB DESCRIPTION APPROVAL

I concur with the job duties and listed elements as defined in this job description.

Fire Chief Signature

Date

ACKNOWLEDGMENT

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

My signature below confirms I have received and understand this job description and acknowledgement.

Employee Signature

Date