



Superstition Fire & Medical District

Job Description

Job Title:	Human Resources Generalist	Department:	Administration
Salary Range:	#25: \$18.66 - \$25.00 per hour	FLSA Class:	Non-Exempt

Position Summary:

Under limited supervision, assists with the administration of Human Resource employment and benefit functions for the Superstition Fire & Medical District (SFMD). Specific responsibilities include benefits administration, recruitment and employment, employee file management, HRIS system maintenance/data entry/report writing, new hire/employee orientation, separation processing, administrative support, special projects and related administrative duties.

Essential Functions:

- Assists with implementing recruitment programs to obtain qualified candidates by preparing job announcements, advertisements and other recruitment materials, initial screening of applications for qualifications, administering job related selection procedures, including but not limited to application reviews, written and performance tests, interviews and assessments. Coordinates interview process to ensure all candidates are treated equally.
- Prepares and processes new hire paperwork and establishes employee personnel files for new hires.
- Prepares orientation packets and conducts new hire orientation to ensure compliance with mandatory requirements, benefit plan enrollments, and dissemination of other necessary information.
- Maintains employee personnel and medical files, ensuring compliance with Federal and State laws and District records retention policies.
- Conducts employment verifications, copies records as needed.
- Conducts annual employee file audits to ensure compliance.
- Ensures that all Human Resource records, documents, files, policies and data are secure and comply with records retention regulations.
- Processes personnel change actions and ensures proper distribution and/or retention of related paperwork.
- Assists in conducting job analyses and revisions to job descriptions.
- Assists in maintaining and updating of SFMD Human Resource policies and procedures.

- Administers various Human Resources plans and procedures for all District personnel.
- Performs benefits administration by communicating benefit information to employees, providing assistance to employees and management regarding claims resolution, change reporting, and may assist payroll with approving invoices for payment.
- Processes benefit applications, changes, and terminations, including provisions of COBRA and 457(b) plan.
- Coordinates benefit changes with payroll.
- Assist payroll in the reconciliation of employee benefit invoices.
- Manages employee benefit open enrollment processes.
- Assists in the analysis and management of the employee benefit programs, monitors compliance, prepares reports and makes recommendations based on cost effectiveness and benefit optimization. Serves as the District's liaison with employee benefit plan providers.
- Processes leaves of absence and unemployment claims.
- Maintains Affirmative Action program; files annual EEO-1 report; maintains other records, reports, and logs to conform to EEO regulations.
- Maintains OSHA 300 Log. Analyzes nature of injuries and provides a report with recommendations to management.
- Manages a database to track accidents and injuries, analyzes data and prepares reports with recommendations to management for organizational changes.
- Processes and files Workers' Compensation claims and follows up on progress of employees who are on disability or restricted duty.
- Assists with conducting training for employees concerning policies, benefits and various HR related topics.
- Assists employees in completing and filing appropriate paper work on Public Safety Personnel Retirement System (PSPRS) and Arizona State Retirement System (ASRS) retirement.
- Serves as the District's liaison with PSPRS and ASRS representatives.
- Serves as PSPRS Board Secretary and may serve on various other committees as assigned.
- Manages the annual firefighter physicals program based on NFPA 1582.
- Completes FMLA paperwork, maintains files, and ensures compliance with Federal Laws regarding FMLA. Coordinates FMLA leave with Workers' Compensation leave as appropriate.
- Assists with coordination of employee separations and retirements, including Exit Interviews, coordination of benefit terminations, COBRA, and unemployment insurance claims.
- Monitors the employee performance appraisal program to ensure reviews are completed and submitted on time.
- Assists as needed with the preparation of Board of Directors meeting agendas and assembly of Board of Director Packets for Board meetings on a timely basis.
- Completes Public Records Requests as required by A.R.S. 39.121.01 within defined time parameters.
- Assists as needed with the posting of Open Meeting notices for special Board sessions, public relation events, conferences and seminars in accordance with A.R.S. 38-431.02 in a timely manner.
- Ensures required employment posters and notices are posted in all District facilities as required by law.

- Assist in ensuring the District is in compliance with Federal and State employment related laws, Personnel Policies, and applicable legislation.
- Maintains Human Resource Information System records and compiles reports from database.
- Participates in the development and administration of the annual recruiting budget.
- Develops and maintains filing and cross-reference systems. Maintains employee lists, including seniority, station assignments, vacation scheduling, etc.
- Maintains high standards of confidentiality regarding applicant and employee information.
- Participates in professional development sessions or seminars in order to stay abreast of changes in best practices and/or employment laws.
- Performs other related duties as required and assigned.

Knowledge, Skills and Abilities:

- Knowledge of principles and practices of Human Resource and employee benefit administration.
- Knowledge of SFMD policies and procedures.
- Knowledge of statutory duties of the District, including records retention, preservation, and recording.
- Knowledge of SFMD operations, organizations, procedures and policies.
- Knowledge of computers and other office machines and customary office software.
- Knowledge of principles of effective communication including public speaking and report writing.
- Skill in closely following written and verbal instructions.
- Skill in communicating effectively verbally and in writing.
- Skill in using office processing systems and other office machines.
- Skill in providing effective customer service.
- Skill in maintaining confidentiality and handling discrete and sensitive issues.
- Skill in operating and maintaining a variety of office equipment.
- Skill in computer operations and software such as word processing, spreadsheets, graphics, etc.
- Ability to establish and maintain effective working relationships with employees, other agencies, and the public.
- Ability to demonstrate a positive and productive attitude and work ethic while adhering to the SFMD Code of Conduct and the Declaration of Ideals.
- Ability to use independent judgment in the exercise of daily responsibilities
- Ability to maintain confidentiality
- Ability to work effectively under deadlines, handling diverse schedules and prioritizing work.
- Ability to maintain detailed and accurate records
- Ability to analyze and evaluate administrative needs, identify problems, and develop feasible solutions.
- Ability to use personal computer with strong command of Microsoft Word, Excel, Access, PowerPoint, Microsoft Windows and Outlook skills.

Minimum Qualifications Required:

- Associates' Degree from an accredited community college in Human Resources, Business, or other related field; Bachelors' Degree preferred; or a combination of equivalent education and experience in the human resources field; PHR or CBP certification or in progress is desired.
- Minimum of two years of experience in Human Resource administration, including involvement in recruiting, benefit administration, and other related HR disciplines.

Work Environment:

Work is performed mostly in office settings. Some outdoor work may be required for job analysis, safety or worker injury inspections or support for District functions. Workload may fluctuate every month and throughout the year. At times evening and weekend work may be required.

This job specification should not be construed to imply that these requirements are exclusive standards for the assignment. Incumbents will follow any other instructions, and perform any other related duties as may be required by supervisory personnel. Performance of other essential functions may depend upon work location, assignment and/or shift.