

SOUTH WALTON FIRE DISTRICT

911 North County Highway 393, Santa Rosa Beach, Florida 32459
"Prompt, Competent, Caring Response in Time of Need"



Ryan H. Crawford
Fire Chief / Administrator

Position Description

HUMAN RESOURCES COORDINATOR

Position Summary:

Performs responsible administrative and human resource functions in support of activities of the South Walton Fire District. Functional areas may include recruitment, employment, classification, compensation, employee relations, benefits, personnel processing, record keeping and workers' compensation.

Utilizes computerized data entry equipment, word processing, accounting software, spreadsheet, and Internet, to enter, store, and/or retrieve and communicate information as requested or otherwise necessary, summarizes data in preparation of reports.

Handles day-to-day processing of the human resource office, including all related aspects. Works with District's Fiscal Officer to coordinate employee benefits. Works with Staff to coordinate the hiring processes. Provide backup to the Fiscal Officer on payroll processing. Assist with development and update of employee handbook.

Attends conferences/seminars related to job position and performance, as well as any pertaining to new or additional information that would afford improvement in the operation of the human resource office.

Requires the ability to represent the South Walton Fire District with positive energy and enthusiasm.

Major Duties:

Develops and implements HR initiatives which are aligned with overall Fire District strategies. Creates HR documents i.e. policies, procedures, training and handbooks. Maintains employee personnel files and the HR filing system. Tracks and implements compensation and benefits administration and recordkeeping. Manages the Fire District's recruitment and selection process. Manages the new employee orientation and development program. Educates and fosters healthy employee communications. Hardworking with a positive attitude and strong attention to detail.

Processes individual employee benefit changes. Works with the Fiscal Officer to facilitate annual open enrollment and employee benefits opportunities and maintains confidential employee records.

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Leadership . Teamwork . Integrity . Community Service

Responsible for processing of all workers' compensation claims. Responsible for monthly census reporting. Provides backup for the Fiscal Officer for payroll processing. Coordinates the development of policies and procedures for the South Walton Fire District employee handbook. Accepts applications, schedules interviews, coordinates pre-hire testing and background checks, coordinates new hire orientation, sets up and maintains personnel files and relays necessary information to payroll. Prepares ID cards / badges for new hires and replacements as necessary. Schedules and tracks annual firefighter physicals. Prepares FMLA letters and documentation as needed. Assists with annual employee awards ceremony as needed. Processes verifications of employment and unemployment claims.

Provides basic employee relations information, issues grievance forms, and schedules hearings. Maintains employee disciplinary action and grievance files and enters data for tracking purposes. Maintains (paper and electronic) files on various HR related issues including staffing, position vacancies, reclassifications, training attendance and personnel actions. Performs other related duties as required

Knowledge Required by the Position:

- Considerable knowledge of the principles of organization and administration
- Considerable knowledge of modern office practices, procedures, equipment, and standard clerical techniques
- Demonstrated intermediate skills with the standard features of various personal computer word processing and spreadsheet software (Microsoft Word, Excel, PowerPoint, Outlook, Internet, and other proprietary software)
- Considerable knowledge of arithmetic, grammar, spelling, punctuation and vocabulary
- Considerable knowledge of the organization, programs, events, and operations of the South Walton Fire District
- Strong knowledge of labor laws and HR best practices
- General knowledge of State and Local fiscal regulations, particularly employment law, policies and procedures
- General knowledge of terminology used within the department
- Skill in organizing workflow and coordinating activities
- Ability to maintain confidentiality
- Ability to understand or apply laws, regulations and policies to human resources activities
- Ability to screen communications and, based on content, handle independently or route to proper source
- Ability to analyze and record information and to balance figures
- Ability to follow moderately complex oral and written instructions
- Ability to use judgment in organizing and establishing formats
- Ability to maintain complex clerical records and to prepare reports there from
- Ability to exercise tact and courtesy in contact with employees and the general public

Supervisory Controls:

Reports to the Fire Chief / Administrator

Physical Demands:

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, calculators, copiers, telephone systems, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for periods of time.

Work Environment:

Work is performed in pleasant surroundings with a limited amount of stress situations.

NOTE: Reasonable accommodation considerations will be made for otherwise qualified individuals with a disability.

Supervisory and Management Responsibility:

No supervisory responsibilities

Minimum Qualifications:

- Associate degree (Bachelor's preferred) from an accredited institution in HR related field of study and two (2) years of human resources experience or an equivalent combination of education and experience.
- HR Certification Institute Professional in Human Resources (PHR) preferred
- Society for Human Resource Management Certified Professional (SHRM-CP) preferred
- Must be a non-smoking/non-tobacco using person, both on and off the job, at the time of employment and maintain same non-smoking and non-use throughout the term of employment.
- Must successfully pass the Fire District's drug screen/background check requirements as a condition of employment.
- Desire to grow and succeed in a fast-paced growing public service organization

A combination of education, certifications, training and/or experience may be considered.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Managerial Requirements: Requires excellent managerial skills, organization and communication skills.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, directions to coworkers.

Language Ability: Requires the ability to read maps, directories, lists, etc. Requires the ability to prepare reports, correspondence, minutes, budgets, forms, etc., using proper format. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic forms; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in professional and technical languages, including human resources and computer terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals, to multiply and divide, to calculate decimals and percentages, to interpret graphs, and to compute discount, interest, profit and loss, ratio and proportion, etc.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communications: Requires the ability to talk and/or hear (talking, expressing or exchanging ideas by means of spoken words, hearing, perceiving nature of sounds by ear). Must be able to communicate via telephone.

This job description is illustrative, and not all inclusive.

DURING OCCASIONS OF LOCAL EMERGENCIES, THIS POSITION MAY BE REQUIRED TO REPORT TO PERFORM EMERGENCY TASKS, WHICH MAY RESULT IN EXTENDED WORK HOURS, AS WELL AS EXTENDED PERIODS OF TIME AWAY FROM FAMILY MEMBERS.