



GOLDER RANCH FIRE DISTRICT

www.grfdaz.gov

JOB ANNOUNCEMENT

Human Resources Representative
Pay Grade 14 (Non-Exempt)

Starting Wage \$22.63/hr
(Estimated Annual Wage \$47,064.68)
Plus Excellent Benefits Package

Primary Function:

The Human Resources Representative assists the Human Resources Division with complex and specialized administrative tasks including, but not limited to, creating Personnel Action Forms (PAFs), benefit-billing reconciliation, managing and overseeing records, and generating reports. This position provides customer service to internal and external customers of the District regarding human resources related matters. This position does not have authority, unless assigned, to interpret policy for employees, conduct investigations, or require involvement with employee relations issues. This position is under the supervision of the Human Resources Manager and may report to the Human Resources Generalist for complex tasks.

Minimum Qualifications:

- Associates degree in business, human resources, or related field from an accredited college or university recognized by the U.S. Department of Education **AND**
- Two (2) years full-time Human Resources work experience
- Advanced computer skills utilizing the Microsoft Office Suite.
- Must possess and maintain a valid Arizona Driver's License with acceptable driving record.

Preferred Qualifications:

- Public sector human resources experience.
- Fire Service work experience.
- Bachelor Degree in Human Resources Management, or related field from an accredited college or university recognized by the U.S. Department of Education
- Demonstrated experience in administering benefits programs.
- Experience utilizing the ADP Workforce Now or other similar Human Resource Information System (HRIS).

Complete job description is available online at www.grfdaz.gov

Complete the application process through the ADP website by clicking [HERE](#). *If your application is incomplete, you will **not** be selected to move forward in this process.*

If you encounter any issues when completing the application process through the ADP website, please contact the GRFD HR Department at (520) 825-9001.

**This recruitment is designated as "Open Until Filled"
with first screening of applications Monday, June 21, 2021.**

"Proudly serving the communities of Oro Valley, Catalina and SaddleBrooke"
3885 E. Golder Ranch Drive Tucson, AZ 85739 (520) 825-9001



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Selection process may consist of:

Application screening, skills assessment, credibility assessment, and interview(s). The pre-employment process for the successful candidate may include, but is not limited to background checks (i.e. driving record, criminal history, etc.), physical examination, drug screen, and reference checks.

Candidate Notification:

All candidate notifications will be completed by email. Please ensure you have entered your email address correctly before submitting your application. Notification, whether selected to move forward or not, will be completed no later than 5:00 pm, Thursday, June 24, 2021.

Benefits for this position include:

Medical, Dental, Vision, and Life Insurances, Employee Assistance Program (EAP), Paid Time Off (PTO), 11 Paid Holidays annually, Arizona State Retirement System (ASRS), the opportunity to participate in self-funded 457 Plans and a variety of supplemental insurance plans.

Preference Points defined:

The District will apply civil service preference points for veterans pursuant to ARS §38-492.

Reasonable Accommodation Request:

Applicants with disabilities requiring reasonable accommodation for this process must contact Human Resources at (520) 825-9001 option 6, no later than 5:00 pm, Wednesday, June 16, 2021.

***Golder Ranch Fire District is a Tobacco Free Workplace
and an Equal Opportunity Employer***