



NORTHWEST FIRE DISTRICT

HUMAN RESOURCE SERVICES SPECIALIST

Reports to:	Human Resource Supervisor	FLSA:	Non-Exempt
Division:	Human Resource Services	Status:	Full-Time
Location:	Administration	2015 Pay Plan:	Gr. 85
Reviewed:	C. Peltz	2020 Pay Plan:	Gr. 20-85
	Human Resource Services	Revised:	08/2022
	Manager		
Supervises:	None		

The statements below are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change and does not represent in any way a contract of employment.

POSITION SUMMARY

The Human Resource Services Specialist supports the Northwest Fire District in its mission to save lives, protect property, and care for our community through the responsibility of managing personnel changes within the Human Resources Information System (HRIS), full-cycle recruitment, on-boarding, and providing administrative support to the HRS Division. This position supports additional HR activities and programs, such as record retention and destruction, policy review, and job description updates. The HRS Specialist works under the general supervision of the Human Resource Services Manager. The HRS Specialist must be highly attentive to detail, have great listening/communication skills both verbally and in writing, and excellent organizational skills. The employee is expected to comply with the rules, policies, and procedures as set forth by the District, and to perform other related duties as assigned.

ESSENTIAL FUNCTIONS

- Responsible for specific Human Resource functions as assigned by the Human Resource Services Manager.
- Responsible for the entry of, maintenance, and update of employee records in the HRIS System and personnel files.
- Analyze employment-related data and prepare required reports.
- Provide excellent customer service to internal and external customers.
- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions.
- Conducts or acquires all required pre-employment paperwork.
- Maintain and update human resources documents, such as employee handbooks, job descriptions, performance evaluation forms, and any other forms utilized within the HRS division.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Prepares and maintains all employee files related to employment.
- Responsible for all HRS related document record retention.
- Schedule and/or conduct new employee orientations.
- All other duties as assigned by the HRS Manager.

MINIMUM EDUCATION, EXPERIENCE AND TRAINING

- Associate Degree from an accredited college or university in Human Resources (HR) or in a closely related field
- Two (2) years of human resource experience

PREFERED REQUIREMENTS

- SHRM or HRCI Certification
- Experience and knowledge working with an HRIS/ERP System
- Human Resource experience in Public Safety environment

ADDITIONAL REQUIREMENTS (see “Definitions” for underlined word[s])

Driving Position:

This position requires possession of a valid driver’s license with an acceptable driving record for the pre-employment background check process.

Based on Arizona State Law, upon the date of hire and throughout the period of employment, the employee must present and possess a valid Arizona Driver’s License and maintain an acceptable driving record, see [Obtaining a Driver's License](#).

Definitions

1. Acceptable Driving Record: means that the driving record of the employee and/or volunteer has 3 points or less for the previous 12 months, or 16 points or less for the previous 36 months (as defined by the Department of Transportation, Motor Vehicle Division (MVD) see [Points Assessment](#).
2. Driving Position: means a job which requires operating a vehicle on District business or operating a District vehicle as part of its range of duties, which may be primary or secondary within the range of duties.
3. Valid: means that an individual’s current driver’s license is not expired, refused, cancelled, revoked, suspended, or restricted.

Driving Level: Standard of Operating Guidelines Section – 2304 Staff Vehicle Use and Reimbursement, Category C

- Employees in this category periodically require the use of a vehicle for department business. In these circumstances, individuals will have the choice of utilizing a pool vehicle or receiving mileage reimbursement at the IRS Standard Mileage Rate for usage of their own vehicle
- Employees in this category may not take the pool vehicle home or use for personal business. There is no option for a vehicle allowance or stipend.

Driver’s License Type:

Operator License (Class D) reference [Driver License Classes and Types](#). An operator license allows you to drive any vehicle that does not require a motorcycle or commercial driver’s license. You must be at least 18 years of age to apply for an operator license.

Commercial Driver’s License (CDL Endorsements): None

Automobile Insurance Requirement (Refer to District Policy 5.4 Driver’s License)

Employees who drive their personal vehicles for District business are required to have and maintain their current automobile insurance upon the date of hire and on an on-going basis.

Safety Sensitive Position (Refer to District Policy 5.2 Drug and Alcohol Testing)

Pre-employment Drug Testing Required: Yes

Physical Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Repetitive Motion	Repeating movements of arms, hands, wrists, fingers			X	
Talk	Express or exchange ideas verbally			X	
Hear	Perceive sound by ear				X
See	Obtain impressions through the eye				X
Kneel	Bend legs at knee, come to rest on knees		X		
Crouch/Squat	Bend body down and forward, bending legs and spine		X		
Crawl	Move on hands, knees, and feet	X			
Climb	Ascend/descend ladders, stairs, ramps		X		
Sit	Sit				X
Stand	Stand		X		
Walk	Move about on foot; average distance per shift 3-5 miles	X			
Bend/Stoop	Bend downward and forward by bending spine at waist		X		
Lift	Raise or lower object > 10 lbs. from one level to another		X		
Lift	Raise or lower object > 25 lbs. from one level to another		X		
Carry	Transport an object		X		
Push	Press with steady force, thrust objects forward, downward, outward	X			
Pull	Drag or tug objects	X			
Turn/Twist	Move a body part in circular motion	X			
Balance	Exceeding ordinary body equilibrium	X			
Reach	Extend hands and arms in any direction		X		
Handle	Seize, hold, turn with hands		X		
Distinguish Color	Ability to distinguish color			X	
Fingering	Picking, pinching, typing, or otherwise with fingers rather than whole hand				X
Grasping	Applying pressure to an object with the fingers and palm			X	
Feeling	Perceiving attributes of objects, such as size, shape, temperature, or texture	X			
Mental / Cognitive Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs./day)	Frequently (activity or conditions exist 2.5-5.5 hrs./day)	Constantly (activity or conditions exist 5.5+ hrs./day)
Communication	Comprehend and use basic language, either written or spoken, to communicate information and ideas				X
	Comprehend and use technical or professional language, either written or spoken, to communicate complex ideas			X	
Calculation	Perform numerical operations using basic counting, adding, subtracting, multiplying, or dividing			X	
	Perform complex quantitative calculations or reasoning using algebra, geometry, statistics, or abstract symbols		X		
Problem Solving	Formulate and apply appropriate course of action for routine or familiar situations				X
	Use logic to define problem, collect information, establish facts, draw valid conclusions, interpret information and deal with abstract variables for unique or unfamiliar situations		X		

Environmental Conditions	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs./day)	Frequently (activity or conditions exist 2.5-5 hrs./day)	Constantly (activity or conditions exist 5.5+ hrs./day)
Weather And Temperature	Protection from weather conditions but not necessarily from temperature changes	X			
	Subject to outside environmental conditions – no effective protection from weather	X			
	Activities occur inside and outside		X		
	Subject to extreme cold (typically below 32°)	X			
	Subject to extreme heat (typically above 100°)	X			
Atmospheric Conditions	One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dusts, mists, gases, or poor ventilation	X			
	Worker is required to wear a respirator	X			
Noise	Sufficient noise to cause the worker to shout in order to be heard above the ambient noise level	X			
Vibration	Exposure to oscillating movements of the extremities or whole body	X			
Hazards	Proximity to moving mechanical parts, moving vehicles, electrical current	X			
	Working on scaffolding and high places	X			
	Exposure to chemicals	X			
	Exposure to oils: air and/or skin exposure to oils and other cutting fluids	X			
	Worker is required to function in narrow aisles or passage ways	X			
	Worker is exposed to infectious diseases	X			
	Worker is required to function around prisoners or mental patients	X			

Physical Requirements Checklist

<input type="checkbox"/>	<p>SEDENTARY</p> <ul style="list-style-type: none"> Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sitting most of the time.
<input checked="" type="checkbox"/>	<p>LIGHT</p> <ul style="list-style-type: none"> Exerting up to 20 pounds of force occasionally and/or a negligible amount of force constantly to move objects. Use of arm and/or leg controls requiring greater exertion of force than for sedentary work, and worker sits most of the time.
<input type="checkbox"/>	<p>MEDIUM</p> <ul style="list-style-type: none"> Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	<p>HEAVY</p> <ul style="list-style-type: none"> Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	<p>VERY HEAVY</p> <ul style="list-style-type: none"> Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.