

BAINBRIDGE ISLAND FIRE DEPARTMENT

JOB DESCRIPTION: Human Resources Manager

Summary:

- Official Job Title: Human Resources Manager
- Classification: Part time (20 hrs/week) independent contractor
- This is an on-site position which may grow into a full-time onsite position
- Reports To: Finance Manager
- Effective Date of Job Description: January 2024
- Salary: Up to \$75/hr depending on experience
- Benefits: Not eligible

Major Function and Purpose:

The Human Resources (HR) Manager provides HR generalist support to the Fire Chief and the Department. Since this is a part-time position, specific focus will begin with staffing, employee retention and subsequently administrative succession planning. This position can evolve to a full-time position (subject to further discussion and approval by the Board of Commissioners) with full HR Generalist duties.

Reporting Relationships:

The HR Manager reports directly to the Finance Manager.

Job Duties:

Assist staff with HR generalist support as directed such as:

- HR policies and procedures assessment and development.
- Benefit plans review.
- Internal auditing and payroll/benefits support.
- Compensation strategies.
- Performance management.
- General employee relations.
- Managerial development.
- Labor negotiation support.

The position will focus on the following priorities, in order:

Priority Level 1: Recruitment and Staffing

Fill open positions quickly and effectively. Congruently, the HR Manager will identify new candidate sourcing opportunities and alternative recruiting strategies to attract the best talent in a rapidly changing environment.

Priority Level 2: Retention Planning

Evaluate employee retention. Analyze turnover data, conduct employee and leadership interviews, assess existing compensation and benefits programs, identify opportunities to improve the employee experience, benchmark other fire departments and leverage best practices while engaging Leadership.

Priority Level 3: Administrative Succession Planning

Evaluate succession planning options for key administrative positions. Begin with evaluation of roles and responsibilities, timing of transitions, success criteria for each position. Provide actionable recommendations for a seamless transition for these positions.

Priority Level 4 and beyond:

Evaluate and recommend options for future Department HR needs and structure. Duties to include: oversight of all HR programs and goals; implementation and administration of all employee benefit programs; leverage existing HR programs and policies while developing appropriate new ones; assist managers with employee-related matters; assist employees in navigating career and benefits opportunities; create a Leadership Development program for all positions within the organization; ensure records systems are appropriate; ensure HR programs are in line with objectives; develop HR programs as needed including HR policies, procedures and strategies; serve as a key member of the Administration team as advisor, coach and supporter.

(1) Required Qualifications:

- BA/BS degree or higher level of education in any Human Resources related field.
- Six or more years' experience with progressive HR support responsibilities.
- Proven staffing experience.
- Proven client relations skills.
- Understanding of HR technologies for recruitment, compensation, payroll, etc. Able to work with various software and spreadsheet applications.

(2) Desired Qualifications:

- Experience in union relations environment strongly desired.
- Experience in nonprofit sector.
- Other professional training and accreditation (SHRM or other HR Certifications).

(3) Personal Attributes:

The individual should be mature, self-confident, and results-oriented, with strong leadership skills. The individual should be comfortable interacting with members at all levels of the organization, including commissioners, career staff, and volunteers.

A high degree of integrity, professional decorum and well-developed interpersonal skills are required. The individual should facilitate decision making by fostering a spirit of cooperation and consensus building. The individual should be approachable, personable, and friendly, yet retain the ability to make tough decisions when needed. The individual should be dependable and able to maintain their emotional self-control in stressful situations. The individual should be able to accept advice and constructive criticism, follow rules and regulations, and adapt to changing working conditions. The individual should also be dedicated to continuing their education and applying new ideas and techniques.

(4) Working Conditions:

Work is performed in an office environment at a fire station and includes contact with Department members as well as the public and outside agencies.

This job description does not constitute an employment agreement between the Employer and the Employee and is subject to change as the needs of the Employer and requirements of the job change.