SOUTH KING FIRE & RESCUE

www.southkingfire.org

South King Fire & Rescue
JOB ANNOUNCEMENT

POSITION TITLE: **HUMAN RESOURCES COORDINATOR (NON-EXEMPT)**

OPEN DATE: **January 12, 2018**
CLOSE DATE: **February 9, 2018**

South King Fire & Rescue (SKFR) proudly serves the communities of Federal Way and Des Moines, WA with quality Fire and Emergency services. SKFR currently seeks qualified candidates to interview for a new HR Coordinator position. Details of the position and application process are described below.

This position offers excellent starting pay with long term financial and career growth opportunities. We seek candidates with excellent customer service and problem solving skills. On the job coaching, training and development will be provided.

APPLICATION PROCESS & DEADLINE:

Application and supplemental questionnaire are available for download from SKFR's website at www.southkingfire.org. The application packet should include a completed application, supplemental questionnaire, cover letter, and a resume. The resume should include a detailed work history, education, certificates, professional affiliations and references.

Application packets may be submitted by email or by US Mail to one of the following:

E-Mail: mary.stevens@southkingfire.org

US Mail: South King Fire & Rescue, Human Resources
31617 1st Ave So. Federal Way, WA 98003

HIRING PROCESS:

- Completed application packets must be received by Friday, February 9, 2018.
- Selected candidates will be contacted for initial screening interviews.
- Top candidates from initial screen interview will be invited back for second interview.
- Final candidate will be extended a conditional offer of employment, pending successful. reference check, background investigation and drug screening.
- Estimated hire date is in March 2018.

SALARY AND BENEFITS:

Beginning Salary is $50,000 - $55,000 per year (DOQ) plus a generous benefits package consisting of the following:

- Medical and Vision coverage for employees and family members
- Dental coverage for employees and family members
- Life Insurance
- Long Term Disability Insurance
- Pension plan under Washington State Dept. of Retirement Systems (PERS)
- Deferred Compensation Plan with $3,000 annual Employer Contribution
- Accrued paid leave benefits (Sick Leave, Vacation and Holidays)

ADDITIONAL INFORMATION:
Applicants must complete all requested application materials to be considered for employment.

For additional assistance contact HR Administrator, Mary Stevens
Phone: (253) 946-7255 or Email: mary.stevens@southkingfire,org

SOUTH KING FIRE & RESCUE
JOB DESCRIPTION

HUMAN RESOURCES COORDINATOR **Non-Exempt**

DEFINITION AND SCOPE OF RESPONSIBILITIES:

The Human Resources Coordinator provides back-up and administrative / technical support to the Human Resources Division. The role serves as the primary contact and liaison for multiple HR functions, including but not limited to: employee and retiree health and welfare plans, Deferred Compensation and retirement plans, Worker's Compensation claims, disability claims and employee leave tracking. The position is responsible for coordination of recruitment and hiring processes, scheduling interviews, new hire on-boarding activities, set up and maintenance of confidential employee personnel and medical files. The position monitors all benefit plan enrollment status, eligible enrollment changes and adjustments to monthly group benefit billing statements. Responsible for maintenance of Safety Committee notices and OSHA 300 annual reporting.

The position assists in the development, deployment and maintenance of HRIS Services through the Fire Department's Share-Point Intranet program. Performs data entry and maintenance of personnel data records. Compiles personnel census data required for various HR reporting and benefit surveys. High degree of professionalism and discretion required.

WORK WEEK AND HOURS:

The defined "work week" begins on Monday and ends on Sunday. This position regularly operates five days per week; (Monday – Friday), eight hours per day with a half hour unpaid lunch. Hours worked in excess of 40 hours per week are paid at the overtime rate of 1.5 times (X) the regular hourly wage. Determination and changes to the work schedule are at the sole discretion of South King Fire & Rescue.

SUPERVISION RECEIVED:

The position reports directly to the Human Resources Administrator

ESSENTIALHUMAN RESOURCE / BUSINESS OPERATION FUNCTIONS:

- Back-up and Assistant to the Human Resources Division.
- Assist in the development, deployment and maintenance of HRIS services through the Fire Department's SharePoint Intranet program.
- Primary point of contact for incoming calls, voicemails and emails requesting HR assistance.
- Primary contact and liaison between employees and insurance companies, pertaining to active and retired member benefit plans and/or various personnel inquiries.

- Monitors all employee benefit plan enrollments, family status updates, monthly benefit premium billing changes, COBRA events and annual Benefit Open Enrollment activities.
- Assists with annual Wellness Fitness Initiative (WFI) Health clinics, collection and recording of Exercise Clearance Forms from participating employees.
- Provides assistance and back-up to the Front Office Reception area as needed.
- Develops organized and effective filing systems and record retention schedules.

New Hire Process:

- Develop announcements and coordinate new hire recruitment and interview processes.
- Contact applicants to schedule interview sessions and provide emailed status updates throughout the hiring event.
- Gather application packets, sort and organize for interview panel, maintain non-chosen applicant records for required retention period.
- Provide onboarding materials, personnel paperwork and benefit/beneficiary enrollment forms to all newly hired employees. Review all completed items for accuracy.
- Follow-up and complete all required employer mandated items. (I9 Forms, DSHS notification, DRS Verifications, Benefit Plan enrollments, etc.).
- Communicate and provide all new hire set up information to the Finance/Payroll and Information Technology Divisions for set up in Department systems.
- Set up new employee personnel and medical files to be retained throughout employment.

On the Job Injuries and Workman's Compensation:

- Intake and set up of Workman's Compensation (L&I) claim files.
- Follow-up of injury/accident or exposure reports related to L&I claims.
- Complete and forward the Employer Statement response to L&I on all claims.
- Monitor L&I claim from start to finish. Follow up with employee and L&I Claim Manager throughout the life of the claim.
- Distribute Modified Light Duty packets when appropriate and follow-up for status of employee's capacity to work light duty or obtain a full release back to work.
- Monitor and track employees on short / long term leaves due to on or off the job illness and injuries.
- File for Stay at Work Program proceeds from L&I, when applicable.

<u>KNOWLEDGE, SKILLS AND ABILITIES:</u>

Knowledge of:

- Knowledge and experience with SharePoint or HRIS program that showcases HR related information and employee self service programs
- Knowledge of HIPAA, FLSA, FMLA, Washington State and Federal Employment Laws protecting the rights of workers
- Knowledge of Collective Bargaining and Union represented work force rules

Skills and Abilities:

- Proficiency in Microsoft Office Products (Word, Excel, and Outlook) and SharePoint
- High degree of professionalism, tact and discretion required

- Excellent customer service, follow-up and follow through skills
- Excellent interpersonal and verbal communication skills
- Excellent writing skills needed for written notifications, memos and hand-out materials
- Ability to give and receive clear oral and written instructions
- Experienced professional who makes good use of their time while at work
- Excellent organization, record keeping and file management skills
- High level degree of accuracy and attention to detail needed
- Able to network, research, develop resources and resolve employee inquiries
- Able to communicate effectively through email and respond in writing to various HR related topics and inquiries from employees, brokers, insurance companies and vendors
- Ability to safeguard and maintain confidential information
- Ability to maintain professionalism and tact while managing multiple priorities
- Able to set achievable goals, organize, prioritize and accomplish tasks
- Ability to establish and maintain positive working relationships with others
- Able to work well independently and in a team environment
- Other duties as assigned

EDUCATION AND EXPERIENCE:

Minimum Qualifications:

- AA Degree in HR or Certified Professional in HR through HRCI and/or SHRM or other nationally recognized Human Resources Professional Affiliation
- 3-5 years related HR experience and/or training; or equivalent combination of education and HR experience

Desired Qualifications:

- Bachelor's Degree or Master's Degree in Human Resources or a related field
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OTHER REQUIREMENTS:

- Washington State driver's license and driving record free of serious or frequent violations.
- Must pass a criminal background check, credit check and drug screening.

TOOLS AND EQUIPMENT USED:

Personal computers including word processing and spreadsheet software, printers, laptops, telephone, related communications equipment, copier, fax machine, etc.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee is frequently required to walk, stand, sit, talk and hear. Requires ability to utilize the telephone and manual dexterity to operate a personal computer and other standard office equipment. Frequently required to use hands to finger, handle, feel or operate computer keyboard, calculator

and to reach with hands and arms. Occasionally requires lifting or moving equipment up to 25bs with or without assistance.

WORK ENVIRONMENT:

Employees work frequently near moving mechanical parts. Employees are occasionally exposed to fumes and odors associated with Training and Fleet Division operations.

Employee works indoors. The work environment and noise level is typical of those encountered in a small administrative office setting.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

New Job Description Developed January 2018