SOUTH KING FIRE & RESCUE
JOB DESCRIPTION

PROGRAM MANAGER - WORKFORCE AND EQUITY DEVELOPMENT
Non-Represented / FLSA Exempt

DEFINITION AND SCOPE OF RESPONSIBILITIES:

The Workforce and Equity Development Program Manager is an FLSA exempt level position which develops and implements South King Fire & Rescue's diversity initiatives and strategy to attract, hire, and maintain a diverse workplace. The position promotes and manages Diversity, Equity, and Inclusion (DEI) centered recruitment, hiring and training programs within the organization. Assists with policy development and the enforcement of policies and practices. Works with the Human Resources (HR) team to maintain the daily functions of the Division.

Primary duties include the exercise of discretion, confidentiality, and independent judgment with respect to matters of significance. Regularly performs work directly related to the management and general business operations of the Fire District. Compiles personnel data required for various HR reporting. Aids with union labor negotiations, disciplinary matters, and investigations. May lead projects and assignments with other staff in the department. High degree of professionalism and discretion required.

WORK WEEK AND HOURS:

The defined "work week" begins on Monday and ends on Sunday. This position is FLSA exempt from overtime pay. Position regularly operates five days per week: (Monday – Friday), eight hours per day. Determination and changes to the work schedule are at the sole discretion of South King Fire & Rescue.

SUPERVISION RECEIVED:

The position reports to the Director of Human Resources

ESSENTIAL DUTIES:

WORKFORCE DEVELOPMENT:

- Drafts and implements recruiting and hiring strategies to attract employees from diverse backgrounds.
- Conducts research on recruitment standards and monitors new trends and opportunities.
- Collaborates with department managers to understand skills and competencies required for job openings and advertisements.
- Conducts recruitment presentations (in-person and/or virtual). Participates in off-site career and job fairs.
- Leverages workforce development external talent pipelines, online recruiting resources, tools, and systems to identify and recruit top quality candidates.
- Identify and evaluate applicants that support recruiting and sourcing strategies.
- Directs and coordinates internal and external candidate hiring processes; to include the oversight of DEI centered recruitment and hiring of qualified job applicants for open positions.

- Researches and provides resources to employees for learning, training, and development for advancement and promotional opportunities.
- Directs and coordinates internal advancement and promotional processes in accordance with District policies and Collective Bargaining Agreements.
- Develops community outreach programs that promote fire service careers and job opportunities.
- Develops and supports Fire District internship programs. Supports and promotes the Ride-Along program to the community.
- Maintains confidential personnel records.
- Handles complex and/or sensitive matters or refers to the appropriate staff as recommended.
- Maintains the HR and DEI SharePoint site with updated communication and content.
- Cross trains with the HR Generalist to provide support and coverage for the division.
- Performs other duties as assigned.

DEI PROGRAM MANAGEMENT:

- Researches, develops, recommends, and executes creative strategies to foster the District's DEI objectives.
- Reviews current practices and policies, assessing and analyzing the extent to which they support or hinder the District's DEI objectives.
- Collects and analyzes statistical data to evaluate the District's population in accordance with diversity standards and goals. Generates reports identifying community diversity-related issues and needs.
- Develops and/or acquires training and development to aid diversity and retention initiatives.
- Provides guidance to supervisory staff in developing objective performance and other employee evaluations and policies.
- Counsels and handles diversity-related issues within the District, in accordance with policies and best practices.
- Provides training and policy updates to management ensuring DEI objectives and EEOC legal compliance of workplace rules and standards.
- Maintains compliance with federal, state, and local employment laws and regulations. Recommends best practices; reviews policies and practices to maintain compliance.
- Reviews, tracks, and documents compliance with required training for all staff employees.
- Performs other duties related to fostering a culture of diversity, equity and inclusion as assigned.

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

- Excellent verbal and written communication skills
- Excellent interpersonal, negotiation, and conflict resolution skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Strong leadership and interpersonal skills
- Strong analytical and problem-solving skills
- Ability to prioritize tasks and to delegate them when appropriate

- Ability to act with integrity, professionalism, and confidentiality
- Thorough knowledge of employment-related laws and regulations
- Proficient with Microsoft Office Suite and related software
- Proficiency with or the ability to quickly learn the organization's business operation systems – HRIS, UKG, SharePoint and/or others

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree in Human Resources, Business Administration, or related field with 3-5 years of progressive growth and job experience in DEI, Workforce Development, HR or related field.
- A Masters Degree is preferred.

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 illegal 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:

Employee works indoors. The work environment and noise level are 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 "Program Manager - Workforce and Equity Development" Developed April 2022