

Job Opening: HUMAN RESOURCES SPECIALIST



Position: HUMAN RESOURCES SPECIALIST

*** This position is open to current Shoreline Fire Department employees and the general public***

RESUME DEADLINE: Sunday, February 4, 2024

Shoreline Fire Department is seeking letters of interest and resumes from internal and external candidates for a future **Human Resources Specialist** opening. The anticipated timeframe for a full transition of the successful candidate to this role is **March 2024**.

FLSA Category: Full-time, 40 hrs/week, non-exempt, non-supervisory position
Department: Administration
Compensation: Position Pay is \$7,358.89 - \$9,198.62 (DOE)
Opening Date: Monday, January 8, 2024
Closing Date: **Sunday, February 4, 2024**

Summary of Benefits:

- Medical, Dental, and vision coverage: Shoreline Fire Department pays 100% of the premium for eligible employees and family members.
- Life and disability insurance: employees are provided basic coverage and given the opportunity to purchase additional insurance for both the employee and eligible dependents.
- Retirement pension through the Washington State Department of Retirement Systems and a 457(b) deferred-compensation plan
- 120 hours of paid holiday leave each calendar year.
- Generous vacation and paid sick leave.
- Wellness programs/Employee assistance program

SUMMARY OF KEY DUTIES AND RESPONSIBILITIES (see job description for details)

- Under supervision, responsible for the day-to-day coordination of the Department's formal performance management program. Assist with implementing systems, developing content for and delivering Department-wide training, including the scheduling and tracking of evaluations and associated records management.
- May serve as a resource to managers/supervisors in individual performance management techniques to contribute to the success of the employee and Department objectives, including development of attainable short and long term goals and performance improvement plans.
- Assist with the development and delivery of internal course material to all levels of the Department in the area of human resource best practices, anti-harassment and other legal compliance areas.
- Responsible to continually engage with Training Division and Management to identify specific leadership/supervisory training needs, and to secure external trainers as appropriate.

- Serve as the Department's Diversity, Equity, and Inclusion (DEI) Coordinator. Duties include developing, presenting, and conducting the DEI meetings. Provide education and awareness of DEI throughout the organization. Assist in the compilation and creation of reports for internal and external data. Required to maintain in-depth knowledge of diversity, equity, and inclusion standards.
- Serve as the primary Portal Administrator and subject matter expert for the Department's portal. Provide a strong working knowledge of SharePoint. Maintain portal layout and functionality. Provide oversight to other divisions on formatting and applicable content to ensure the portal is current and accurate for our Department.
- Serve as the secondary Administrator for the department's website. Update, maintain and improve website content. Advise on website best practices and improvements.

REQUIRED INTERPERSONAL SKILLS

- Ability to build and maintain positive work relationships while maintaining trust, integrity, and discretion.
- Ability to develop good relationships with all personnel, and work effectively with a diverse group of employees and the public.
- Commitment to working as part of a team. Strong customer service and interpersonal skills are essential. Ability to communicate effectively at all levels of the organization and with a diverse work force.
- Ability to work under stressful conditions while maintaining accuracy and meeting deadlines.

MINIMUM EDUCATION AND/OR EXPERIENCE

- A two-year degree in a human resources or business-related field is preferred, or any combination of training/education and/or experience that provides the required knowledge and abilities to perform the duties outlined in this job description competently.

TO APPLY:

To apply, please submit a **Letter of Interest and Resume** by email to employment@shorelinefire.com by **Sunday, February 4**. Please include **Human Resources Specialist** in the subject line.