



# Snohomish County FIRE DISTRICT 7

*Earning Trust Through Action*

## **Human Resources Analyst Position Announcement Job # 2019-02**

<b>OPENING DATE:</b>	Wednesday, May 29, 2019
<b>CLOSING DATE:</b>	Wednesday, June 19, 2019 @ 4:30 pm
<b>INTERVIEW DATE:</b>	The week of July 1st
<b>EMPLOYMENT TYPE:</b>	Regular, Full Time, Exempt
<b>BASE SALARY:</b>	\$6,103 - \$7,934 monthly & an excellent Benefits Package
<b>WORK LOCATION:</b>	Fire Department Headquarters; 163 Village Ct, Monroe, WA

### **POSITION RESPONSIBILITIES:**

Work is characterized by professional level analytical Human Resources duties associated with the development, implementation, administration and audit of policies, programs and procedures in accordance with applicable laws, collective bargaining agreements and established policies, procedures and guidelines. Incumbent performs a broad range of complex analytical and consultant duties in support of human resource functions. Functional areas of work include but are not limited to: Benefit Administration, Classification and Compensation, Employee Relations, Human Resources Information Systems (HRIS), Labor Relations, Organizational Development, Recruitment and Selection, Safety, and Workers' Compensation programs.

While actual duties will vary from time to time, the analyst is responsible for performing work in all areas. Incumbent is frequently required to perform work in confidence and under pressure of deadlines. Incumbent is frequently involved in highly sensitive and emotional interpersonal relations requiring skill in gaining trust and confidence from others.

### **ESSENTIAL FUNCTIONS:**

- Coordinate, manage and respond to day-to-day HR inquiries and needs of the organization.
- Work collaboratively with others to identify and meet customer and organizational needs and in a way that fosters and maintains the culture within the HR division which is reflective of the values of the organization.
- Ensure programs, processes and procedures are objective and comply with applicable laws, regulations, policies and contracts.
- Maintain absolute confidentiality of work-related issues, client records, and District information; enforces compliance with the confidentiality standards of applicable federal, state and local laws.
- Ensure accurate and consistent information and/or application of the District's policies, procedures and contracts.
- Troubleshoot and resolve customer issues as appropriate; review, research, interpret and recommend actions consistent with established policies and procedures.
- Research, evaluate, and identify available resources and strategies to meet customer needs.
- Compile information for various projects within assigned areas.
- Track and report performance measures in assigned work areas.
- Participate in providing feedback, guidance and training to develop/educate others.
- Review, analyze, prepare and maintain various items associated with assigned areas (e.g. timelines, strategies, documents, spreadsheets, memorandums, reports, guides, forms, etc.).

**KNOWLEDGE OF AND SKILLS IN:**

- Applicable federal, state and local employment laws and regulations, and public sector employment policies and procedures in assigned functional areas
- Effective use of strong interpersonal skills in a tactful, patient and respectful manner
- Analysis techniques and principles
- Analysis and development of policies and procedures
- Research and interpretation of contracts, policies, regulations and laws;
- Presentations and public speaking

**ABILITY TO:**

- Build trust and confidence through informal and formal interactions and communications to lead and educate others in HR related areas
- Maintain and provide confidentiality of private and/or sensitive information
- Demonstrate commitment to the District's Values
- Stay current with changes to law and/or legislation
- Work independently under general supervision
- Prioritize work and manage time
- Communicate clearly and persuasively, both verbally and in writing
- Prepare spreadsheets and other analytical tools for modeling, costing, and statistical analysis; write reports/memorandums/policies/procedures, etc.

**EDUCATION AND EXPERIENCE:**

- Bachelor's degree in Human Resources, Public Administration, Business, Finance, or related field;
- Three (3) or more years of directly related human resources experience; or
- Any combination of education and experience that provides the desired knowledge, skills and abilities to perform the essential duties of the position

**LICENSE AND REQUIREMENTS:**

- Valid Washington State driver's license
- PHR or SPHR certification preferred

**APPLICATION PROCESS & SELECTION PROCEDURES:**

- Complete and submit a completed application packet to Snohomish County Fire District #7 at the address below. A completed application packet consists of:
  1. Employment Application
  2. Resume
  3. Letter of Intent outlining your interest in the position and your relevant skills/experiences
- All materials must be received before the closing date and time, **Wednesday, June 19, 2019 at 4:30pm**. Application materials can be dropped off or mailed to the attention of:

**Snohomish County Fire District No. 7**  
**Attn: Human Resources**  
**163 Village Court**  
**Monroe, WA 98272**