

EMPLOYMENT OPPORTUNITY



(FLSA Exempt/Non-Represented Position)

HUMAN RESOURCES ANALYST CENTRAL PIERCE FIRE & RESCUE

Opens: Monday, January 16, 2012
Closes: Noon, Friday, February 10, 2012

POSITION FUNCTION

Performs professional, technical and administrative duties in the development, implementation and administration of Human Resources programs and activities. Specific job duties may include: Administration of benefit programs, process and track FMLA leave, maintain employee records; liaison between Department of Labor & Industries; collects comparable salary/benefit data and assists in labor negotiations; assists with entry level recruitments, promotional examinations and other assessments as needed. Represents District at various job and career fairs. May participate on various committees as HR representative.

MINIMUM REQUIREMENTS

- Education: Bachelor's Degree in Public or Business Administration, Human Resources, or a related field;
- Experience: Two (2) years of increasingly responsible human resources experience at a professional level affording a familiarity with benefit administration, health and welfare programs, classification and compensation, labor relations, recruitment policies and procedures.
- Or: In place of the above requirements, may possess any combination of relevant education and experience that would demonstrate the individual's knowledge, skill and ability to perform the essential duties listed on the job description. Preference will be given to those applicants with documented personnel/HR education and/or experience.
- And: Valid Washington State Driver's License in good standing.

DESIRABLE COMPETENCIES

A successful candidate for this position will be able to demonstrate skill in the following competencies: A) Accurate – produces work that is correct and error free; B) Analytical – able to gather raw data and process that data into meaningful form; C) Communicate orally – actively engages in conversations in order to clearly understand others' message and intent, and receives and processes feedback; D) Communicates in written form – writes concise, clear letters, reports, articles, or e-mails including proofing and editing; E) Customer oriented – a desire to serve both external and internal customers by focusing effort on meeting needs, understanding their concerns, and seeking to build trust; F) Detail oriented – pays meticulous attention to all aspects of a situation or task; G) Honesty/Integrity – Acts in a fair and just manner, free from deception. H) Presentation skills – Effectively presents information to a group; I) Problem Solving – Ability to recognize courses of action which can be taken to handle problems or potential problems; J) Time Management – effectively uses available time for the completion of necessary job tasks.

DESIRABLE CERTIFICATIONS

IPMA Certified Professional (IPMA-CP) or IPMA Certified Specialist (IPMA-CS) or Professional in Human Resources (PHR) preferred.

HOURS, WAGE AND BENEFITS

This is a management (non-represented), FLSA exempt position. Salary range is \$5,114 to \$6,392 per month with an excellent benefit package.

APPLICATION PROCESS

Application packets can be viewed and printed from our website at www.centralpiercefirer.org. A detailed personal resume' must be submitted with the application, and received no later than noon, Friday, February 10, 2012. No faxes or closing date postmarks will be accepted.

TESTING INFORMATION

Qualified candidates will be invited by e-mail to attend testing tentatively scheduled to begin the week of February 22nd, 2012. Projected Hire Date: April 2nd, 2012.

CENTRAL PIERCE FIRE & RESCUE IS AN EQUAL OPPORTUNITY EMPLOYER

17520 22nd Ave East
Tacoma WA 98445
(253) 538-6400
www.centralpiercefirer.org

For questions, please contact
Karen Johnson, HR Manager, 253-538-6412