

**Human Resources Specialist  
ANNOUNCEMENT  
OPEN RECRUITMENT**

Thank you for your interest in this position with San Miguel Fire & Rescue. This document outlines important dates, requirements, and supplemental information for the position you are applying for. If you have any questions or need clarification on any aspect of this announcement, please contact Administrative Officer/Finance Officer Harris at (619) 660-5350, or via email at [lharris@sanmiguelfire.org](mailto:lharris@sanmiguelfire.org)

**Position:** Human Resources Specialist

**Recruitment Opening Date:** November 17, 2021

**Application Deadline:** January 5, 2022

**Tentative Test Dates:** January 17 - 21, 2022

**Attachments:**

- Recruitment Flyer
- Salary Schedule
- & MEMORANDUM

# HUMAN RESOURCES SPECIALIST

## OPEN RECRUITMENT



### **THE DISTRICT**

San Miguel Fire & Rescue is an organization which exists solely to provide a service to the community. An elected seven-member Board of Directors governs the District. Operating on an annual budget of \$23,619,770 for Fiscal Year 2021/2022, the District covers a 50+ square mile area in the eastern portion of urban San Diego County, serving the communities of Bostonia, Casa de Oro, Crest, Mt. Helix, La Presa, Rancho San Diego, Spring Valley, and unincorporated areas of El Cajon and La Mesa. San Miguel provides emergency medical services, suppression, and prevention to approximately 140,000 residents.

***Dedicated professionals committed to excellent service with compassion and pride, providing for the health and safety of the communities we serve.***

### **THE POSITION**

Under supervision of the Administrative Officer/Finance Officer, coordinates activities and functions related to Human Resources in the areas of employment services, recruitment/selection, compensation, workers' compensation, employee benefits, California Public Employment Retirement System (CalPERS), implements program goals and objectives, coordinates assigned activities with other divisions, departments, and outside agencies and performs other duties and responsibilities as assigned.

### **THE IDEAL CANDIDATE**

- Knowledge of principles and practices specific to Human Resources administration
- Resources to sustain current understanding of modern trends and legal issues in the field of Human Resources management
- Knowledge of FMLA and CFRA regulations
- Knowledge of Firefighter Bill of Rights/Due Process

- Ability to manage multiple projects, duties, and assignments
- Establish and maintain effective relationships with other employees, vendors, cooperator agencies and the public
- Knowledge of principles of record keeping and records management specific to Human Resources management

**EDUCATION AND EXPERIENCE**

Any combination of training, education, and experience that clearly demonstrates possession of the knowledge and abilities needed to perform the typical duties listed in the classification profile. Experience in Human Resources in government operations is highly desirable.

**SALARY & BENEFITS**

**Salary:** Salary Range: \$52,920 - \$75,600 annually depending on qualifications and experience

**Retirement:** California Public Employees’ Retirement System  
Classic – 2.7% @ 55 or PEPRRA – 2% @ 62

**Health Insurance:** District pays up to \$1,250 monthly for the cost of health insurance.

**Dental Insurance:** District pays \$80.75 monthly toward the cost of Delta Dental Insurance.

**Vision Insurance:** District pays \$10 monthly toward the cost of VSP Vision Insurance.

**Leave:** 8 hours of sick leave monthly. Annual leave is accrued monthly and is based upon the number of years employed with the District.

**Deferred Comp:** Voluntary deferred compensation plan available.

## **THE PROCESS**

Applications are available on the District's website. Completed applications shall be accompanied by your resume and copies of any applicable documents. Applications may be delivered to:

San Miguel Fire District  
Human Resources Specialist Recruitment  
Attn: Administrative Division  
2850 Via Orange Way  
Spring Valley, California 91978

Application/Resumes will be screened for qualifications. Only the most qualified will be invited to participate in the examination process. Applications must be typed and will be accepted until **January 5, 2022, at 4:00 pm.**

**Tentative Test Dates:            January 17, 2021 – January 21, 2022**

*Subject to changes due to scheduling or unforeseen circumstances*

The examination process may include written, skills assessment, and interview portions, including appointing authority interviews.

Eligibility Lists are created based on a banding system and shall be valid for a period of one year but may be extended for periods not to exceed a total of two years from the date of publication unless the list is exhausted or abolished by the Fire Chief per Policy 202.4 of the District under Recruitment – Selection – Appointment.

The District reserves the right to conduct parts of the examination process via Zoom due to COVID restrictions, if applicable.

**San Miguel Consolidated Fire Protection District  
 Human Resources Specialist  
 Salary Schedule - New Classification**

<u>Step Levels - 01/01/21</u>	<u>Annual</u>	<u>Monthly</u>	<u>Biweekly</u>	<u>Weekly</u>	<u>Daily</u>	<u>Hourly</u>	<u>Overtime</u>
Step G	\$75,600.00	\$6,300.00	\$2,907.69	\$1,453.85	\$290.80	\$36.35	\$54.53
Step F	\$71,820.00	\$5,985.00	\$2,762.31	\$1,381.15	\$276.24	\$34.53	\$51.80
Step E	\$68,040.00	\$5,670.00	\$2,616.92	\$1,308.46	\$261.68	\$32.71	\$49.07
Step D	\$64,260.00	\$5,355.00	\$2,471.54	\$1,235.77	\$247.12	\$30.89	\$46.34
Step C	\$60,480.00	\$5,040.00	\$2,326.15	\$1,163.08	\$232.64	\$29.08	\$43.62
Step B	\$56,700.00	\$4,725.00	\$2,180.77	\$1,090.38	\$218.08	\$27.26	\$40.89
Step A	\$52,920.00	\$4,410.00	\$2,035.38	\$1,017.69	\$203.52	\$25.44	\$38.16



**San Miguel Fire & Rescue  
Classification Profile**

<b>Position Title</b>	Human Resources Specialist
<b>Summary of Duties</b>	Under supervision of the Administrative Officer/Finance Officer, coordinates activities and functions related to Human Resources in the areas of employment services, recruitment/selection, compensation, workers' compensation, employee benefits, California Public Employment Retirement System (CalPERS), implements program goals and objectives, coordinates assigned activities with other divisions, departments, and outside agencies and performs other duties and responsibilities as assigned.
<p><b>Essential Functions</b></p> <p><i>Are examples of duties performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.</i></p>	<ul style="list-style-type: none"> <li>• Responds to requests for human resources information or staff services from employees, union officials, Executive Staff, claimants, vendors, and the public.</li> <li>• Assists with coordinating the implementation of recruitment and selection activities including announcement development, application screening and evaluation and development, testing and candidate certification. Determines sourcing strategy and conducts recruitment campaigns. Responds and provides information to employees and applicants. Conducts job analysis and develops or purchases employment test instruments. Assists with employment testing. Manages list candidates eligible for District employment and refers candidates for selection by appointing authorities. Manages pre-employment process including completing and reviewing background checks through approved vendors, coordination of physicals, psychological examinations and is part of the process for recommendation to management on candidates' suitability for employment.</li> <li>• Orients new employees into the District's personnel systems. Assists with new hire orientation appropriate to the various categories of employment. Coordinates onboarding and new employee orientation with appropriate department managers. Administers the ongoing operations of the District's employee benefit program, including medical, dental, vision, spending reimbursement accounts (if applicable), required notices, and Employee Assistance Programs (EAP).</li> <li>• Conducts studies and surveys of personnel practices, position classification, retrieves information for salary comparison and benefit programs.</li> <li>• Administers Department of Transportation (DOT) Department of Motor Vehicles Employer Pull program, and documentation of employees' right to work in the United States. Responsible for tracking employee certifications and ensuring employee's credentials do not lapse.</li> <li>• Participates in the development of goals and objectives as well as policies and procedures; makes recommendations for changes and improvements to existing standards, policies, and procedures; participates in the implementation of approved policies and procedures.</li> <li>• Attends and participates in professional group meetings; stays informed of new trends and innovations in the field of human resource administration.</li> </ul>

<p><b>Essential Functions Continued</b></p> <p><i>Are examples of duties performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.</i></p>	<ul style="list-style-type: none"> <li>• Reviews and develops recommendations regarding the impact of State, Federal and local legislation on assigned areas.</li> <li>• Serves as the District's Custodian of Records, responsible for the security, storage, dissemination, and destruction of District records.</li> <li>• Reviews Workers' Compensation reports for completeness and clarity of data; reviews appropriateness of claims; assures that legal and procedural requirements are met for the processing of claims. Submits claims to Workers' Compensation third party administrator in accordance to state laws.</li> <li>• Ensure effective communications between claimants and claims administrator, medical providers, payroll, and others as necessary; monitors the progress of rehabilitation efforts (PT) and obtains approval for treatment plans; research, interprets, responds to, and resolves inquiries from employees with claim questions, regarding claim status, policies, and procedures.</li> <li>• Updates and maintains confidential electronic and paper documents, claims records and reports; collects and files required documents and research and corrects discrepancies with a high level of accuracy, ensures compliance with District policies and State and Federal health &amp; safety codes, rules, regulations, and procedures.</li> <li>• Conducts and coordinates assigned projects, identifies, and resolves problems within scope of authority; provides support to Executive Management; composes correspondence and other documents on a wide variety of subjects; composes general and confidential correspondence, schedules, prepares and proofreads documents for distribution.</li> <li>• Assists in disciplinary processes/actions within scope of authority</li> </ul>
<p><b>Qualifications</b></p> <p>– <b>Education, Training &amp; Experience</b></p>	<p>Any combination of training, education, and experience that clearly demonstrates possession of the knowledge and abilities needed to perform the typical duties listed above. Experience in Human Resources in government operations is highly desirable.</p>
<p><b>Knowledge, Skills, and Abilities</b></p> <p><i>Are examples of duties performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.</i></p>	<ul style="list-style-type: none"> <li>• Principles and practices specific to Human Resources administration</li> <li>• Public Relations principles</li> <li>• Human Resources Information Systems computer applications</li> <li>• Resources to sustain current understanding of modern trends and legal issues in the field of Human Resources management</li> <li>• Principles of record keeping and records management</li> <li>• FMLA and CFRA regulations</li> <li>• Firefighter Bill of Rights/Due Process</li> <li>• Conduct research on a variety of issues</li> <li>• Establish and maintain effective relationships with other employees, vendors, cooperator agencies and the public</li> <li>• Manage multiple projects, duties, and assignments</li> <li>• Plan and organize work to meet changing priorities and deadlines</li> </ul>
<p>– <b>Licenses &amp; Certifications</b></p>	<ul style="list-style-type: none"> <li>• Possession and maintain a valid Class C California Driver's License</li> </ul>
<p>– <b>Physical Condition</b></p>	<p>Free from any disabling effects which would preclude the performance of the required duties of the position.</p>