



Golder Ranch Fire District JOB ANNOUNCEMENT



Human Resources Generalist

Pay Grade 41 – (Exempt)
(\$52,439 - \$70,274/ann)

**Starting Salary \$52,439/annually
Plus Excellent Benefits Package**

Primary Function:

The Human Resources Generalist, with limited supervision, is responsible for the successful management of personnel practices and policies. The incumbent's responsibilities include recruitment, policy interpretation and administration, employee relations, organizational development and training, compensation, benefits, and other duties as necessary to ensure maximum effectiveness of the Human Resources function. The Human Resources Generalist performs advanced-level work in policy and program design; may exercise discretion and authority in the absence of the Human Resources Manager; assumes lead/supervisory responsibility as assigned for technical staff within functional areas of human resources and payroll.

Minimum Qualifications:

- Bachelor's Degree in Human Resources Management or closely related field from an accredited college or university recognized by the U.S. Department of Education..
- Five (5) years of increasingly responsible, comprehensive experience in the Human Resources field.
- Valid Arizona Drivers License with acceptable driving record.

Preferred Qualification:

- Professional Human Resources (PHR) Certification
- Public Sector Human Resources work experience
- Fire Service work experience
- Experience using ADP Workforce Now/Pay Expert

**Employment application materials and a complete job description are available online at
www.grfdaz.gov**

How to Apply:

Please read and follow the "Golder Ranch Fire District Application Guidelines" form (available on the District website). The application process is a three (2) step process.

1) Complete the application process through the ADP website (ADP **Human Resources Generalist**) which includes entering all employment application information.

***2)** Prepare and submit a cover letter **and** résumé (detailing your work history and qualifications by month and year),

***Note:** Your cover letter and resume must be combined as one (1) single document and uploaded to your ADP application. The system will not accept multiple attachments.

Application Deadline:

Open Until Filled

Next Application Screening - Friday, November 11th, 2016

**Golder Ranch Fire District
Attn: Human Resources
3885 E. Golder Ranch Drive
Tucson, Arizona 85739
Ph: (520) 825-9001**

Selection process may consist of

Application and resume screening, skills assessment, and interview(s). The pre-employment process for the successful candidate may include but is not limited to background checks (i.e. driving record, criminal history, litigation history, etc.), physical and drug screen, and reference checks.

Each applicant will be contacted by phone, mail or e-mail regarding his/her status in the application/selection process as it is determined by the organization.

Benefits for this position include:

Medical, Dental & Life Insurances. Employee Assistance Program (EAP), Paid Sick Leave, Paid Vacation Leave, 11 Paid Holidays, Arizona State Retirement System (ASRS), and the opportunity to participate in self-funded 457 Plan programs and a variety of supplemental insurance plans.

***Golder Ranch Fire District is a Tobacco Free Workplace
and an Equal Opportunity Employer***