

GOLDER RANCH FIRE DISTRICT

EMPLOYEE JOB DESCRIPTION

Position/Rank:	Human Resources Representative	FLSA:	Non-Exempt
Reports To:	Human Resources Manager	Status:	Full-Time
Supervises:	None	Safety Sensitive:	No

Primary Function:

The Human Resources Representative assists the Human Resources Division with complex and specialized administrative tasks including, but not limited to, creating Personnel Action Forms (PAFs), benefit-billing reconciliation, managing and overseeing records, and generating reports. This position provides customer service to internal and external customers of the District regarding human resources related matters. This position does not have authority, unless assigned, to interpret policy for employees, conduct investigations, or require involvement with employee relations issues. This position is under the supervision of the Human Resources Manager and may report to the Human Resources Generalist for complex tasks.

Principle Duties and Responsibilities:

- Provides a wide variety of professional administrative support for the District on behalf of the Human Resources Division.
- Responsible for organizing and maintaining files and records.
- Performs a variety of computer-related functions utilizing various computer software programs and web-based systems.
- Participates in routine internal and external audits to ensure the accuracy of all HR files.
- Assists employees with personnel and benefits related change requests.
- Creates Personnel Action Forms (PAFs) to record any personnel action that requires documentation and/or processing by Payroll.
- Assists with administration of employee benefits, which may include collecting and submitting employee information and notice of change in status to insurance carriers or insurance brokers.
- Communicates with insurance broker and/or carriers regarding claims or coverage issues.
- Reconciles benefit-related invoices, correcting any discrepancies with providers, coordinates with payroll to ensure deductions and payments are accurate.
- May submit Family Medical Leave Act (FMLA) and COBRA requests.
- Monitors and tracks employee performance evaluation process.
- Provides administrative support during all phases of recruiting, testing, and selection processes
- Assists with coordination of all pre-employment activities (i.e. background check processes, drug screen, physical, etc.).
- Processes new, current, and terminated employee paperwork ensuring that it is completed, submitted, and tracked in accordance with organizational and statutory requirements.
- Responds to inquiries from internal and external customers, and provides information as appropriate.
- Annually assists in the retention/destruction of archived HR documents and records as designated by statute.
- Ensures that Federal/State Posters meeting requirements of changing laws are posted at each District site.
- Maintains accurate, up-to-date information on HR section of the intranet and home page of the HRIS.
- Creates, edits, or prepares various forms, memos, or documents as assigned.

- Responds to general verification of employment requests; coordinates with the Finance Department when detailed financial information is necessary to complete request.
- Assists with record audits and mandatory reports, which may include I-9 audits, EEO-1 filings, payroll audits, and other compliance reviews.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively to provide excellent customer service.
- Performs Human Resources projects as assigned.
- Complies with the rules, policies, and procedures of the District.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Understands and applies basic human resources principles, practices, and functions.
- Maintains confidentiality and sensitive personal information.
- Ability to handle multiple-tasks and work effectively in an environment subject to changing priorities and frequent interruptions.
- Strong computer literacy and proficiency using web-based systems, computer software including, but not limited, to Microsoft Office Suite (i.e. Word, Excel, Power Point, Outlook), Adobe Pro, and the internet.
- Operates a variety of office equipment, including personal computer, telephone, and multi-functional copier.
- Organize and assemble data, prepare a variety of records, reports, and correspondence.
- Ability to perform general math calculations.
- Organize and complete assigned projects in an accurate and timely manner.
- Understands and applies policies and procedures in order to perform the duties and responsibilities of the position.
- Establishes and maintains effective professional working relationships with District personnel, vendors, and the general public.
- Demonstrates continued initiative to work as part of a team.
- Apply record keeping practices and procedures related to Human Resources.
- Prepare and proofread documents written in the English language, applying clearly organized thoughts, using proper sentence structure, punctuation, and grammar.
- Understand and follow oral and written instructions, policies and procedures.
- Maintain complex records and filing systems.

Minimum Qualifications:

- Associates degree in business, human resources, or related field from an accredited college or university recognized by the U.S. Department of Education **AND** Two (2) years full-time Human Resources work experience.
- Advanced computer skills utilizing the Microsoft Office Suite.
- Must possess and maintain a valid Arizona Drivers License with acceptable driving record.

Preferred Qualifications:

- Public sector human resources experience.
- Fire Service work experience.
- Bachelor Degree in Human Resources Management, or related field from an accredited college or university recognized by the U.S. Department of Education.
- Demonstrated experience in administering benefits programs.
- Experience utilizing the ADP Workforce Now or other similar Human Resource Information System (HRIS).

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Physical Requirements/Working Conditions Job

Title: Human Resources Representative

Physical Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Repetitive Motion	Repeating movements of arms, hands, wrists, fingers			x	
Talk	Express or exchange ideas verbally			x	
Hear	Perceive sound by ear				x
See	Obtain impressions through the eye				x
Kneel	Bend legs at knee, come to rest on knees		x		
Crouch/Squat	Bend body down and forward, bending legs and spine		x		
Crawl	Move on hands, knees, and feet	x			
Climb	Ascend/descend ladders, stairs, ramps		x		
Sit	Sit				x
Stand	Stand		x		
Walk	Move about on foot; average distance per shift 3-5 miles	x			
Bend/Stoop	Bend downward and forward by bending spine at waist		x		
Lift	Raise or lower object > 10 lbs. from one level to another		x		
Lift	Raise or lower object > 25 lbs. from one level to another		x		
Carry	Transport an object		x		
Push	Press with steady force, thrust objects forward, downward, outward	x			
Pull	Drag or tug objects	x			
Turn/Twist	Move a body part in circular motion	x			
Balance	Exceeding ordinary body equilibrium	x			
Reach	Extend hands and arms in any direction		x		
Handle	Seize, hold, turn with hands		x		
Distinguish Color	Ability to distinguish color			x	
Fingering	Picking, pinching, typing, or otherwise with fingers rather than whole hand				x
Grasping	Applying pressure to an object with the fingers and palm			x	
Feeling	Perceiving attributes of objects, such as size, shape, temperature, or texture	x			
Mental / Cognitive Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Communication	Comprehend and use basic language, either written or spoken, to communicate information and ideas				x
	Comprehend and use technical or professional language, either written or spoken, to communicate complex ideas			x	
Calculation	Perform numerical operations using basic counting, adding, subtracting, multiplying, or dividing			x	
	Perform complex quantitative calculations or reasoning using algebra, geometry, statistics, or abstract symbols		x		
Problem Solving	Formulate and apply appropriate course of action for routine or familiar situations				x
	Use logic to define problem, collect information, establish facts, draw valid conclusions, interpret information and deal with abstract variables for unique or unfamiliar situations			x	

Environmental Conditions		Definition	Never	Occasionally (activity or conditions exist 0-	Frequently (activity or conditions exist	Constantly (activity or conditions exist
Weather And Temperature	Protection from weather conditions but not necessarily from temperature changes		X			
	Subject to outside environmental conditions – no effective protection from weather		X			
	Activities occur inside and outside			X		
	Subject to extreme cold (typically below 32°)		X			
	Subject to extreme heat (typically above 100°)		X			
Atmospheric Conditions	One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dusts, mists, gases, or poor ventilation		X			
	Worker is required to wear a respirator		X			
Noise	Sufficient noise to cause the worker to shout in order to be heard above the ambient noise level		X			
Vibration	Exposure to oscillating movements of the extremities or whole body		X			
Hazards	Proximity to moving mechanical parts, moving vehicles, electrical current		X			
	Working on scaffolding and high places		X			
	Exposure to chemicals		X			
	Exposure to oils: air and/or skin exposure to oils and other cutting fluids		X			
	Worker is required to function in narrow aisles or passage ways		X			
	Worker is exposed to infectious diseases		X			
	Worker is required to function around prisoners or mental patients		X			

Physical Requirements Checklist

- SEDENTARY**
- Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.
 - Sitting most of the time.
- LIGHT**
- Exerting up to 20 pounds of force occasionally and/or a negligible amount of force constantly to move objects.
 - Use of arm and/or leg controls requiring greater exertion of force than for sedentary work, and worker sits most of the time.
- MEDIUM**
- Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- HEAVY**
- Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- VERY HEAVY**
- Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

This job description is intended to indicate the basic nature of the position(s) allocated to this class and examples of typical duties that may be assigned. It does not imply that all positions within this class will perform all the duties listed, nor does it attempt to list all possible duties that may be assigned.

This job description does not constitute an employment agreement between the employer and employee and is subject to revision by the employer as the needs of the employer change and/or requirements of the job-related duties expand or are updated.

Approved by: _____
Hiring Authority Signature and Date

Employee: _____
Employee Signature and Date

Date of Origin: 4/1/2021
Last Modified: