



JOB DESCRIPTION

JOB TITLE:	Management Specialist II	FLSA: Non-Exempt
CLASSIFICATION:	Confidential	
DIVISION:	Administration	
REPORTS TO:	Director of Administrative Services	DATE: 5/18/21

POSITION SUMMARY:

Responsible for performing a wide variety of professional activities in support of the District's Human Resources Division, including employee relations, training and development, recruitment and selection, employee benefits, risk management, employee labor relations. Provides review and oversight of work performed by Management Analyst I. This is a confidential position.

ESSENTIAL FUNCTIONS:

- Manages Worker's Compensation FMLA, ADA and Catastrophic Leave programs; maintains contact with employees and supervisors on status and process; tracks time-off; answers questions and assists with application process; completes required reports.
- Conduct review and oversight of work performed by Management Analyst I.
- Under supervision, perform company level updates and modification to District's web-based personnel system.
- Develops, writes, and interprets personnel policies, procedures and other administrative regulations.
- Provides Notary Public services.
- May conduct grievance and disciplinary investigations.
- Files annual Department of Labor and Statistic OSHA report.
- Prepares and participates in human resource related audits and acts as liaison for Nevada Criminal Justice Information System (NCJIS).
- Prepares New Hire materials and conducts New Hire Orientation; brief employees on District benefits; provides instruction and assistance on enrollment forms; addresses questions regarding benefits, policy and procedures, and other personnel issues; ensures processes are in compliance with all applicable regulations.
- Coordinates physical examination process; prepares and sends notifications, follow-up on issues relating to physicals, referrals, and results; processes and tracks annual physical examinations.
- Prepares and processes Personnel Action Forms for supervisory signature; conducts research to ensure clarification or corrections; computes wages and records data into an automated personnel/payroll information system.
- Examines employee files to answer inquiries and provides information to authorized persons; compiles data from personnel records and prepares reports; provides employment verifications.
- Coordinates random drug and alcohol testing notifications; maintains records and submits annual reports.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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- Under supervision, plan and carry out recruitment and selection procedures, recruitment and selection materials; job advertising using appropriate media; screen applications for requirements, arrange for the notification of candidates and proctors and administers various portions of the examination; schedules and serves on interview panels; oversees applicant tracking system and maintains functionality.
- Prepares employee service awards.
- Manages volunteer screening process, onboarding and off-boarding, collects and reviews criminal history and clears volunteers to perform functions under supervision of the District Fire Chief or designee.
- Processes fingerprint card requests, generates employee identification cards, answers phones, faxes documents and performs other related tasks as necessary.
- Verifies new employee background data and submits OIG and DMV checks.
- Collects compensations and benefit data and prepares analyses and reports; provides classification, compensation, benefits and other information to other agencies.
- Assist and act in a confidential capacity to management personnel related to labor negotiations and policies.
- Confers with and interprets policies, procedures and regulations to District staff and public.
- Prepares reports, correspondence and a variety of written materials; prepares and maintains accurate records and documentation of activities.
- Manages secure storage for personnel records, promotional and recruitment processes and other confidential materials.
- Uses standard office equipment, including a computer, in the course of the work.
- Other duties as assigned.
- Represents the Districts with dignity, integrity, and a spirit of cooperation in all relationships with town, community and professional organizations, other fire agencies, district, departments, county, city and state agencies and offices, federal agencies, and other service organizations.

QUALIFICATIONS:

To perform this job successfully, an individual must be proficient at performing each essential duty. Proficiency may be determined by experience, education, or the combination of both. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Associate of Art's degree in business administration, or a closely related field, AND four (4) years of professional human resources or related experience OR an equivalent combination of education, training and experience as determined by the Director of Administrative Services.

Required Knowledge and Skills

Knowledge of:

- Concepts, principles and procedures of human resources administration.

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- Principles and practices of job analysis, recruitment, selection, classification, compensation, labor relations, affirmative action, employee assistance and/or employee development.
- Applicable laws, codes and regulations.
- Principles and techniques of preparing effective written informational or educational materials.
- Maintaining accurate records and files.
- Computer applications related to the work.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with the public, in person and over the telephone
- Knowledge of fire service administrative or human resource support

Skill in:

- Performing professional-level human resources duties in a variety of disciplines.
- Interpreting, applying and explaining applicable laws, codes and regulations.
- Preparing clear and concise reports through, correspondence and other written materials.
- Working without close supervision in standard work situations.
- Carrying assigned analytical projects through, from data gathering to completion.
- Using initiative and independent judgement within established procedural guidelines.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.
- Making effective oral presentations to large and small groups.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada Class C driver's license.
- Must be able to obtain Nevada Notary Public within six (6) months of hire.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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Mobility to work in both a typical and non-typical administrative support setting, which may include working outside the office environment, as needed, requiring the ability to tolerate some adverse weather conditions and on rare occasions, ability to traverse on uneven ground; ability to use standard office equipment; stamina to sit and stand for extended periods of time; strength and agility to occasionally lift and carry in excess of 25 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

CONDITIONS OF EMPLOYMENT:

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
2. *New employees may be required to submit to a fingerprint based background investigation and a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen.*
3. *EFFPD participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.*

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____