

Fire Department Human Resource Specialist I/II/III

\$52,339 - \$60,011 / year or higher DOQ + [Full-Time County Benefits](#).

The James City County Fire Department is seeking an individual to perform responsible work coordinating the day-to-day administration of comprehensive human resource activities for the Fire Department. There are three levels of Fire Department Human Resource Specialist distinguished by the level of work performed and the qualifications of the employee.

Human Resource Specialist I: \$52,339 / year or higher DOQ

Human Resource Specialist II: \$56,036 / year or higher DOQ

Human Resource Specialist III: \$60,011 / year or higher DOQ

Responsibilities:

- Coordinates with department staff regarding human resource processes including employment and recruitment, onboarding, new hire training, benefits, retention, compensation, career ladder advancement, promotions and HRIS systems; provides oversight and guidance to Fire staff to ensure best practices and applicable laws and processes are followed.
- Coordinates and administers new employee hiring processes for uniformed and non-uniformed positions. Develops and implements favorable marketing strategies to increase and attract a well-qualified and diverse applicant pool; serves as the point of contact for those interested in employment with the department; develops and implements selection strategies for best qualified candidates.
- Reviews, designs, and implements retention initiatives; tracks and files progress of new employees; maintains communications and works with supervisors to ensure completion of minimum requirements during the employee's introductory period.
- Assists with and provides guidance during promotional processes.
- Assists with employee relations issues, including the investigation and implementation of recommended disciplinary actions; works with Human Resource staff, Fire supervisors and employees to resolve employee relations and management issues; ensures actions taken are in compliance with James City County and Fire Department personnel policies and procedures, sound human resource management practices and applicable laws and regulations.
- Coordinates compliance ensuring applicable best practices, policies, and laws are followed for areas such as I-9, medical documentation, records, and retention management, FOIA requests, subpoenas, and e-verify notifications.
- Processes data entry in variety of databases; ensures accuracy of data and overall system integrity; maintains department related information on the County website and the intranet.
- Keeps up to date on current trends and legislation in the human resource field; recommends changes to policies, procedures, and practices to reflect best management practices and comply with current laws and regulations; performs research on a wide variety of Human Resource related topics; provides consultation to employees and managers of customer departments in all areas of human resource management.

Requirements:

- Any combination of education and experience equivalent to an Associate's degree in human resource management or related field; Bachelor's degree preferred; some professional human resource work experience.
- Experience with Vista HRMS, SQL and Web design programs preferred. • Must have reliable transportation to work site(s).
- Knowledge of the Fair Labor Standards Act (FLSA), equal employment opportunity regulations, Affordable Care Act (ACA) and other employment laws; principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction; and, modern trends, issues, and practices in human resource field.
- Skill in use of computer software, especially Microsoft Office Suite; and excellent written and oral communication skills.
- Ability to maintain moderately complex records and ensure their confidentiality; follow verbal and written instructions; work under pressure and meet deadlines; resolve problems and complaints and deal with irate

customers effectively; understand and interpret policies and procedures; establish and maintain effective working relationships with County employees, vendors, and the public.

[Click here](#) for full job description. Accepting applications until 11:59PM EST on 09/01/2023. Cover letters and resumes may also be attached, but a **fully completed application** is required for your application to be considered.

Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>