



NORTHWEST FIRE DISTRICT

HUMAN RESOURCE GENERALIST

Reports to:	Human Resource Services Supervisor	FLSA:	Non-Exempt
Location:	Administration	Status:	Full-Time
Reviewed:	C. Peltz, HRS Manager	2020 Pay Plan:	Gr. 20-86
Supervises:	None	Revised:	01/2022

The statements below are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change and does not represent in any way a contract of employment.

POSITION SUMMARY

The Human Resource Generalist supports the Northwest Fire District in its mission to save lives, protect property, and care for our community through administering the entire spectrum of human resources policies and procedures for every member of the organization. This includes recruitment, selection, workforce development, staffing, retention, wages and benefits, labor relations, performance management, and employment transition. This position requires that the employee be available to work a flexible schedule, which may include weekends and/or evenings. The employee is expected to comply with the rules, policies, and procedures as set forth by the District, and to perform other related duties as assigned.

ESSENTIAL FUNCTIONS

- Responsible for specific Human Resource functions in support of assigned employees.
- Analyze employment-related data and prepare required reports.
- Advise management on organizing, preparing, or implementing recruiting or retention programs.
- Assist the Human Resource Services Manager with projects that fall within the scope of the Human Resources Department.
- Assist with the coordination of annual Open Enrollment and/or employee benefits.
- May assist and/or coordinate internal file audits, benefit eligibility audits, or compliance related audits.
- Advise supervisors and managers regarding personnel issues, talent acquisition, and policy.
- Analyze employment-related data and prepare required reports.
- Conduct annual job task analysis and position description assessment.
- Conduct annual policy manual review and recommend necessary changes.
- Interpret and explain human resources policies, procedures, laws, standards, or regulations.
- Maintain and update human resources documents, such as organizational charts, employee handbooks or directories, or performance evaluation forms.
- Maintain current knowledge of Equal Employment Opportunity (EEO) and affirmative action guidelines and laws, such as the Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), and Fair Labor Standards Act (FLSA).
- Prepare or maintain employment records related to events, such as hiring, termination, leaves, transfers, or promotions, using human resources management system software.

- May schedule and/or conduct new employee orientations, stay interviews, and exit interviews.
- Review data submitted to HR for accuracy and compliance with District Personnel policies and procedures.
- All other duties that may be assigned within the scope of the Human Resource Services Department.

Knowledge:

Basic

- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- English Language — the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Specific

- Administrative procedures and systems such as Word, managing files and records, designing forms, and other office procedures and terminology.
- Principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations, and personnel information systems.
- Principles and processes for providing excellent customer service.
- The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Skills:

Basic

- Active Listening: Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Complex Problem Solving: Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Coordination: Adjusting actions in relation to others' actions.
- Critical Thinking: Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Instructing: Teaching others how to do something.
- Judgment and Decision Making: Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Management of Personnel Resources: Motivating, developing, and directing people as they work, identifying the best people for the job.
- Monitoring: Monitoring/Assessing performance of self, other individuals, or organizations to make improvements or take corrective action.
- Negotiation: Bringing others together and trying to reconcile differences.
- Persuasion: Persuading others to change their minds or behavior.
- Social Perceptiveness: Being aware of others' reactions and understanding why they react as they do.
- Speaking: Talking to others to convey information effectively.
- Time Management: Managing one's own time and the time of others.
- Writing: Communicating effectively in writing as appropriate for the needs of the audience.

Abilities:

Basic

- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
- Fluency of Ideas — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Originality — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Selective Attention — The ability to concentrate on a task over a period of time without being distracted.
- Speech Clarity — The ability to speak clearly so others can understand you.
- Speech Recognition — The ability to identify and understand the speech of another person.
- Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Written Expression — The ability to communicate information and ideas in writing so others will understand.

Specific

- Analyze information and evaluate results to choose the best solution and solve problems.
- Develop constructive and cooperative working relationships with others and maintain them over time.
- Develop specific goals and plans to prioritize, organize, and accomplish your work.
- Encourage and build mutual trust, respect, and cooperation among team members.
- Get members of a group to work together to accomplish tasks.
- Handle complaints, settle disputes, resolve grievances and conflicts, and negotiate with others.
- Identify the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.
- Identify the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
- Keep up to date on changing local, state, and federal laws which affect the HR field.
- Make administrative/procedural decisions and judgments.
- Observe, receive, and obtain information from all relevant sources.
- Use relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

MINIMUM EDUCATION, EXPERIENCE AND TRAINING

- A Bachelor's Degree from an accredited college or university in Human Resources or in a closely related field
- Three (3) years of full-time recent experience in Human Resources

- A SHRM or HRCI Certification is preferred
- OR**
- A Bachelor's Degree from an accredited college or university
 - Five (5) years of recent full-time experience in Human Resources
 - A SHRM or HRCI Certification is preferred

ADDITIONAL REQUIREMENTS (see "Definitions" for underlined word(s))

Driving Position:

This position requires possession of a valid driver's license with an acceptable driving record for the pre-employment background check process.

Based on Arizona State Law, upon the date of hire and throughout the period of employment, the employee must present and possess a valid Arizona Driver's License and maintain an acceptable driving record, see [Obtaining a Driver's License](#).

Definitions

1. Acceptable Driving Record: means that the driving record of the employee and/or volunteer has 3 points or less for the previous 12 months, or 16 points or less for the previous 36 months (as defined by the Department of Transportation, Motor Vehicle Division (MVD) see [Points Assessment](#)).
2. Driving Position: means a job which requires operating a vehicle on District business or operating a District vehicle as part of its range of duties, which may be primary or secondary within the range of duties.
3. Valid: means that an individual's current driver's license is not expired, refused, cancelled, revoked, suspended, or restricted.

Driving Level: Standard of Operating Guidelines Section – 2304 Staff Vehicle Use and Reimbursement, Category C

- Employees in this category periodically require the use of a vehicle for department business. In these circumstances, individuals will have the choice of utilizing a pool vehicle or receiving mileage reimbursement at the IRS Standard Mileage Rate for usage of their own vehicle
- Employees in this category may not take the pool vehicle home or use for personal business. There is no option for a vehicle allowance or stipend.

Driver's License Type:

Operator License (Class D) reference [Driver License Classes and Types](#). An operator license allows you to drive any vehicle that does not require a motorcycle or commercial driver's license. You must be at least 18 years of age to apply for an operator license.

Commercial Driver's License (CDL Endorsements): None

Automobile Insurance Requirement (Refer to District Policy 5.4 Driver's License)

Employees who drive their personal vehicles for District business are required to have and maintain their current automobile insurance upon the date of hire and on an on-going basis.

Safety Sensitive Position: (Refer to District Policy 5.2 Drug and Alcohol Testing)

Pre-employment Drug Testing Required: Yes

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 onditions exist 0-2.5 hrs./day)	Frequently (activity or onditions exist 2.5-5.5 hrs./day)	Constantly (activity or onditions exist 5.5+ hrs./day)
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.