

DURANGO FIRE PROTECTION DISTRICT
JOB DESCRIPTION
Human Resources Administrator

Division/Bureau: Administration
Supervisor: Fire Chief

JOB SUMMARY

To maintain and administer the records of employment activity, employees benefit programs and assist department heads and chiefs with compliance with federal, state and local employment laws.

ESSENTIAL FUNCTIONS

- Supports and complies with the Mission, Values and Department Expectations
- Ensure confidential handling of sensitive department issues
- Must be able to communicate clearly and accurately both orally and in written format
- Act as a resource for payroll/HR contacts to ensure their understanding and compliance with benefits and HR policies and regulations
- Administer all DFPD's benefit programs; manage and facilitate benefit enrollments; coordinate with insurance representatives; serve as a liaison between employees and benefit agencies

OTHER DUTIES

Employee Relations

- Ensure that all internal policies, and governmental rules and regulations are consistently followed
- Maintain permanent personnel records
- Process and respond to Worker's Compensation Claims, Unemployment Claims, and other Human Resources/Employee related issues
- Coordinate with outside agencies all DFPD personnel medical physicals. Maintain records of members' annual medical physicals
- Conduct thorough background checks on new members

Benefits

- Serve as primary contact for benefit program which includes health insurance, life insurance, AFLAC, Flexible Spending Account, Worker's Compensation, retirement plans FPPA, ICMA, PERA, vacation, comp and sick.
- Responsible for member's enrollment, updates and terminations from plans

Payroll

- Ensure vacation and sick accruals are accurate. Communicates to outside payroll agency when accruals stop and resume in accordance with internal policies, federal, state and local laws
- Bi-weekly assists Finance Department with any Human Resources issues related to payroll
- Guides employees in completing proper paperwork for tax exemptions, direct deposit, and pension changes and updates

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

KNOWLEDGE AND SKILL REQUIREMENTS

- Knowledge of and continued training in federal, state and local employment laws
- High level of interpersonal skills to handle sensitive and confidential situations and documentation
- Proficiency in or knowledge of using a variety of computer software applications, especially Excel, Microsoft Word
- Skilled in working effectively with people
- Skilled with written and verbal communication with all levels of the organization
- Ability to organize and prioritize work
- Ability to exchange or convey information and to receive work direction

QUALIFICATIONS

- College Degree with Bachelor's preferred
- SHRM Certified Professional (SHRM-CP) credential preferred
- Three years of proven Human Resources experience with a preference in public sector

PHYSICAL REQUIREMENTS

- Kneeling, reaching, standing, walking, pushing, pulling, lifting 20 pounds, grasping, talking, hearing, seeing and repetitive motions.

Revised February 2017