

Professionally and compassionately helping people



**PUGET SOUND
REGIONAL FIRE AUTHORITY**

INTERNATIONALLY ACCREDITED FIRE AGENCY

HR Specialist

CAREER OPPORTUNITY

RFA GOVERNANCE

Puget Sound Fire is governed by the Regional Fire Authority Board. This Board is comprised of six voting members and three non-voting members. Three members of the Board are appointed from ranks of the Kent City Council, three from the Board of Fire Commissioners for Fire District 37, one non-voting member from the Covington City Council, one non-voting member from the SeaTac City Council, and one non-voting member from Fire District 43. The Board's responsibilities are to oversee the budget and policy decisions and to ensure the department is successful in its mission of protecting our community.

Department Overview

- 13 Fire Stations
- 3 Battalions
- 350+ full-time employees
- 28,000+ emergency responses in 2020



THE DEPARTMENT

The Puget Sound RFA is a progressive, diverse, full spectrum life safety agency protecting more than 200,000 citizens. The men and women of Puget Sound Fire are proud to serve their citizens.

Puget Sound RFA is an internationally accredited full-service, all risk fire and rescue department that provides services to the citizens of Covington, Kent, SeaTac, Maple Valley and portions of unincorporated King County. Our workforce is approximately 350 employees and an annual budget of over \$78 million.

Under the leadership of the HR Director, the HR Specialist will be a member of the HR team. This team serves the cities of Covington, Kent, SeaTac, Maple Valley and Renton in support of the mission of the fire department in a way that is efficient, effective and fiscally responsible to the communities served.

CORE VALUES

Integrity, Innovation, Inclusion and Service

MISSION

To provide effective and sustainable services that meet the needs of a changing community with the resources entrusted to us.

VISION

To be a trusted resource for building safe and healthy communities

APPLICATION & SELECTION

Application deadline:
May 24th at 8:00 am

Please apply at:

www.pugetsoundfire.org

SELECTION PROCESS:

Applicants will be reviewed for minimum qualifications.

Successful candidates will be invited to the first-round interviews.

Questions? Please contact Jennifer Zager, HR Specialist at 253-856-4309 or JZager@pugetsoundfire.org



EDUCATION AND EXPERIENCE REQUIRED:

Education:

AA degree, credentials, or professional certificates

Experience:

Five (5) years as a Human Resource Specialist or HR Business Partner.

Preferred:

Certification in Human Resources (SHRM-CP or PHR).

Or:

In place of the above requirement, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential functions listed above.

COMPENSATION & BENEFITS

The annual salary range for this position is: \$58,954 to \$88,431, with the following benefits in addition:

- Longevity Pay
- Vacation: 96 hours annually
- Holidays: 12 paid holidays annually
- Sick Leave: an accrual of 10 hours per month of paid sick leave
- Bereavement Leave
- Health insurance: medical, dental and vision plans
- Retirement: PERS (Public Employees Retirement System).
- Deferred Compensation: PSF will contribute 3% of the employee's annual salary
- Life Insurance
- Long Term Disability
- Education Reimbursement & Education Incentive Pay

THE IDEAL CANDIDATE

Essential Functions:

- Manage and track changes to employee status including but limited to salary, accruals, promotions or transfers for Non-reps, Mechanic & Nurse CBA employees. Make changes in system to comply with contracts such as salary range, annual CPA increases and step increases. Responsible for off-boarding for Non-reps, Mechanics and Nurses including, but not limited to final paycheck and cash out amounts.
- Participate in negotiations and research comparable compensation data for Nurse and Mechanic CBA's (collective bargaining agreement).
- Develop and implement employee communication and engagement strategies.
- Provide training and development to managers and staff. Research and analyze data to create training programs.
- Maintain, review, update and audit legal competencies to ensure compliance with Puget Sound RFA policies and Civil Service requirements.
- Gather and apply benchmarking data for compensation.
- Analyze trends and metrics in partnership with HR team to develop solutions, programs and policies. Manage policy updates and changes to present to Senior Management.
- Other duties as assigned.

KNOWLEDGE OF:

- Local, state, and federal laws, rules and regulations related to assigned Human Resource disciplines and labor contracts.
- Best practices in human resource methodology.
- Strong knowledge of effective training programs for HR disciplines.
- HRIS systems.