



ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

HUMAN RESOURCE SPECIALIST I

The Central Arizona Fire and Medical Authority (CAFMA) is now accepting applications for the position of HR Specialist I.

Human Resource Wage Scale, Range 3
Starting Wage: \$18.51/hr

WORK PERFORMANCE SUMMARY: Under the direction of the Human Resource Manager, the HR Specialist I performs a variety of routine HR activities. Duties include assisting with the coordination of all aspects of benefit administration, facilitating recruitment and testing of new candidates, onboarding new employees, file and database administration, and other duties as detailed in the position description. As a member of the Human Resources team, the HR Specialist must be courteous, possess great internal and external customer service skills, and demonstrate effective oral and written communication skills.

The successful candidate must also possess a good working knowledge of computers and office software applications, such as Microsoft Word, Excel and Outlook. Knowledge of general office equipment, practices and procedures is also required to perform the related tasks.

This is a forty hour per week non-exempt position, with the typical work week consisting of four 10-hour work days, scheduled Monday through Thursday. (The Administration office is closed on Fridays.) This is a non-tobacco use position. This position is covered under the Arizona State Retirement System (ASRS) and does not participate in Social Security. CAFMA provides a subsidy to assist with the mandatory ASRS contribution, which is included in the wage listed above.

To be considered for this position a completed application must be submitted. Only complete applications will be considered. Resumes will not be accepted in lieu of a completed application.

Candidates can expect the testing process to consist of a skills assessment, followed by an oral interview. Only the most qualified candidates as determined by a review of the applications will be invited to participate in the testing process. Specific dates and times for testing will be provided to those candidates after the application period has closed. The final selection will be made by the Fire Chief.

Applications are available from our website, at www.cazfire.org, or picked up in person at our Administration office, located at 8603 E Eastridge Dr., Prescott Valley. Applications must be received or postmarked by Wednesday, August 14, 2019 at 5:00 p.m. in order to be considered. Applications will only be accepted in person or via regular mail. **Faxed or emailed applications will not be accepted.** For questions, please contact Human Resources at (928) 772-7711.

PLEASE NOTE: CAFMA will provide reasonable accommodations in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process. Please notify Human Resources if accommodation is requested.

CENTRAL ARIZONA FIRE AND MEDICAL AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER

8603 E Eastridge Dr. ▪ Prescott Valley, Arizona 86314
Phone: (928) 772-7711 ▪ www.cazfire.org



AJ5002 Job Description: Human Resource Specialist I

Created/Revised: 9-16-15 / 12-14-15

Reviewed:

Division: Administration
Reports To: Human Resources Manager
FLSA Status: Nonexempt
Salary Level: HR-Range 3
Classification: Civilian

SUMMARY: The Human Resource Specialist I is responsible for assisting and providing administrative support of Human Resource activities including employment, benefits, compensation administration, and member relations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- Maintain District members' employment and medical files, including member database.
- Coordinate all aspects of member benefit administration, including insurance, sick / vacation accruals, retirement, leaves of absence, etc.
- Handles Workers' Compensation process, including related paperwork and member communication.
- Assist with recruitment and selection process, including job postings, verification of application information, scheduling of interviews, testing, etc.
- Facilitate background investigation and fingerprinting on potential members.
- Conduct new member orientation, including all new hire paperwork.
- Research wage information in response to inquiries regarding potential PSPRS, ASRS or Reserve Firefighter retirements.
- Gather data and prepare necessary Human Resource reports including Workers' Compensation, OSHA, EEO, DES, etc.
- Prepare member separation paperwork and coordinate exit interviews.
- Coordinate and monitor member evaluation system to ensure timely completion and processing.
- Maintain human resources information system, certifications, performance review dates, address changes, etc.
- Using the human resources information system, generate and distribute monthly reminders of upcoming items due or past due.
- Create end-of-probation and new hire tests from test bank program.
- Provide input into Human Resource related policy / procedure revisions.
- Make recommendations to the Administrative Manager of any changes that would improve the office.
- Assist with special projects.
- Perform administrative / clerical duties as assigned.
- Interact with the public in a positive manner that exemplifies the District's mission.
- Attend all mandatory training and scheduled meetings for the assigned position.
- Ability to appropriately prepare, manage, store and locate the written records of the District, especially those generated or received by the member, including, but not limited to, all books,



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papers, maps, photographs, e-mails, notes and all other written documents within the member's job function; to ensure that all such records are kept in compliance with the records management requirements and public records obligations of the State of Arizona and the District and to be able to quickly locate and retrieve the same as part of a public records request.

- Required to qualify for and maintain "Meets Standards" on member's evaluations.

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills and Abilities:

- General office management practices.
- Human resource administration policies and practices.
- Employment related laws.
- Operation of modern office systems and equipment.
- Operation of modern computer systems and office software.
- Word processing, spreadsheets and other advanced computer programs.
- Proper grammar, spelling, mathematics and editing.
- District policies and procedures.
- Deal effectively with members.
- Present information in individual and/or group settings.
- Prioritize work to meet goals, objectives and deadlines.
- Handle sensitive information in an appropriate manner.
- Work independently and/or follow instructions.
- Demonstrate effective oral and written communications skills.
- Record and transcribe accurate minutes of meetings.
- Interact effectively with District members, members from other agencies and the public.

EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED) required. Associate's Degree preferred. Three years of administrative or human resource related experience required. Public Safety Employee benefits and HR record keeping experience recommended.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information individually or in small groups.



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MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid State of Arizona Driver's License and maintain a driving record that supports insurability with District's insurer.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by a member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the member is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The member is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The member must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those a member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties, and skills required. This job description does not constitute an employment agreement between the employer and the member and is subject to change by the employer as the needs of the employer and the job requirements change.

AUTHORIZATION: _____ **DATE:** _____



CENTRAL ARIZONA FIRE AND MEDICAL AUTHORITY

The Central Arizona Fire and Medical Authority (CAFMA), the first Fire Authority in the State of Arizona, was formed through an Intergovernmental Agency Agreement between the Central Yavapai and Chino Valley Fire Districts on October 15, 2015. Full integration as one agency, CAFMA, occurred on July 1, 2016. Our organization is guided by our Mission, Vision and Values, as detailed below.

Mission:

Protecting life and property through prevention and response

Vision:

To be a progressive Fire Service leader in Arizona through leadership, cooperation and innovation

Values:

We strive to serve our internal and external customers with **PRIDE**

Professional - To adhere to the highest standards of our profession and adopt best practices

Respect - We believe in the basic dignity of every individual and all members of the community and organization

Integrity - We are honest and accountable

Dedication - Committed to quality, reliable and respectful service delivery

Excellence - Demonstrate high level of knowledge and skill in all aspects of our profession

CAFMA staffs ten full-time and two reserve stations covering approximately 365 square miles of Yavapai County. We are nestled between the Bradshaw and Mingus Mountain ranges with elevations that range from 4300 ft. near the head of the Verde River to 6500 ft. in Highland Pines. Our coverage area encompasses approximately 100,000 residents between the communities of Chino Valley, Prescott Valley, Dewey-Humboldt and unincorporated Yavapai County.

Our organization is divided into four sections:

FIRE PREVENTION	ADMINISTRATION	PLANNING & LOGISTICS	OPERATIONS
Public Education	Human Resources	Fleet Maintenance	Structure Fire Suppression
Business Inspections	Finance	Technical Services (Network, Radio Communications, GIS)	Emergency Medical Services
Plan Review	General Administration	Facilities Maintenance	Training
Code Enforcement		Warehouse (purchasing)	Public Service
Fire Investigation			Wildland Fire Suppression
			Special Operations

Each section is supervised by an Assistant Chief, who is managed by the Fire Chief. The Fire Chief is supervised by an elected five-person Fire Board.

Work Schedule

Personnel in Operations work a 3-4 schedule (three 24-hour shifts with a day off in between each, and then four days off in a row.) The Operations Division runs three different shifts to provide around-the-clock coverage. Remaining divisions have a schedule based on a 40-hour work week. That schedule typically consists of four 10-hour days, occurring Monday through Thursday. Most non-operations divisions are closed on Fridays.

Compensation

Compensation for all positions is based on a regular market analysis, and you will find that the wage is typically higher than the market average.

Annual performance increases are given in conjunction with performance evaluations, and new employees are placed on probation for the first year of employment.

Benefits

- Retirement: Public Safety Personnel Retirement System (PSPRS) for operations staff; Arizona State Retirement System (ASRS) for civilian employees.
- Employees receive health, dental, vision, disability and life insurance. Subsidized dependent coverage is available for purchase by the employee.
- 10 paid holidays
- Paid vacation and sick leave, with accruals based on years of service.
- Sick leave buy-back program
- Bereavement/emergency leave
- Employee assistance programs
- Deferred compensation program
- Educational assistance program
- Uniform allowance