

HUMAN RESOURCES MANAGER

About Us

Greater Naples Fire Rescue District - we're the largest independent fire district in the State of Florida that provides emergency response services and education for the residents, businesses and visitors of Chokoloskee, Everglades City, Golden Gate, East Naples, Isles of Capri, Port of the Islands and surrounding communities.

Our Fire District is governed by a Board of five elected Fire Commissioners, and proudly staffs 225 uniform firefighters and civilian support staff. The Fire District has 15 fire-rescue stations and manages a variety of support operations from 6 additional facilities.

Does professionalism, integrity and compassion describe your core values? Are you an experienced Human Resources professional who's driven to make a positive difference for both, employees and managers? Do you enjoy being part of a successful team? If so, review our job description and apply today.

Job Description

The Human Resources (HR) Manager for the Fire District is responsible for all human resources functions for the organization and reports directly to the Deputy Fire Chief.

The HR Manager directs, coordinates and manages activities for the District's Human Resources Department in compliance with policy guidelines, regulations governing employment practices and union bargaining agreements. Manages and directs human resource functions and activities, such as risk management, classification & compensation, employee and labor relations, benefits, workers compensation, training & development, and recruitment & retention efforts.

Responsibilities include:

- Manages the administration of the District's human resources program, maintaining compliance with all federal, state, and local ordinance laws, policies and regulations.
- Recommends, implements and administers Human Resources policies and objectives; reviews and interprets laws affecting policies and procedures.
- Maintains and revises the District Administrative Employee Handbook.
- Provides guidance to department directors, supervisors and employees on a broad range of human resources programs and resolutions.
- The HR Manager shall direct and coordinate personnel and benefits functions of personnel assigned to the HR Branch to include, but not be limited to; Family and Medical Leave, Worker's Compensation, Veteran's Preference, health care benefits, and the hiring, promotion and separation processes of employees.
- Develops and maintains affirmative action program; files EEO-1 annually; maintains other records, reports and logs to conform to EEO regulations.

- Performs investigations into personnel related charges, EEO and ADA complaints and other employee issues; confers with department directors, managers and supervisors regarding employee issues.
- Assist in labor negotiations and administers collective bargaining agreements, including analyzes and interprets contract provisions.
- Oversees risk management activities including benefits program administration (health, dental, life, and long-term disability, wellness, workers compensation, safety and other cost-containment liability related programs.
- Oversees the administration of the District's benefit plans, programs, and contracts; develops recommendations and requests for proposal for new benefit plans; negotiates new plan contracts and coordinates implementation and administration of such; directs employee benefit program to include self-insured health insurance, dental insurance, life insurance and long-term-disability (LTD), vision insurance, and flexible spending; recommends changes to reduce costs; develops/oversees wellness programs; and analyzes claim data.
- Manages professional service contracts with vendors for services related to employee benefits, property, liability and workers compensation insurance.
- Assists in the professional development of the HR Specialist – Benefits Coordination by providing training and learning opportunities in addition to guidance and recommendations for successful outcomes.
- Maintains current knowledge of trends and developments in human resource management and regulations governing employment practices for application to programs and functions under charge.
- Analyzes, creates and leads training programs for all areas in the District to include new employee on boarding / orientation, leadership training and supervisory management training.
- Directs and participates in special management studies relative to employee relations matters.
- Provides excellent customer service to District's departments, personnel and the public in a variety of human resources topics.
- Communicates with Board of Fire Commissioners, District's administrative leaders, supervisors, union representatives, other employees, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Assists in development of annual budget and controls expenditures for the department; researches, compiles and summarizes a variety of information to prepare periodic and special reports.

- Develops, implements, and administers department budget; monitors expenditures for adherence to established budgetary parameters. Presents department budget to Deputy Chief, Fire Chief and Board of Fire Commissioners.
- Authorizes recruitment for budgeted positions, applicant selection and hiring rates, all personnel wage adjustments, needs assessment, and training schedules, and program content.
- Reviews, revises, and creates job descriptions.
- Conducts recruitment effort for all exempt, nonexempt, and temporary workers; writes and places advertisements; works with supervisors to screen and interview candidates; conducts reference checking; extends job offers; oversees new-employee orientations and exit interviews.
- Reviews employee position status changes, employee performance evaluations, and employee communication.
- Attends various professional and public meetings in representing the agency.
- Prepares and makes presentations to Board of Fire Commissioners, District's employees, and community organizations on human resource topics.
- Responsible for the overall accomplishment of all human resource programs and functions in accordance with policies, procedures, and collective bargaining agreements.
- Performs other related duties as required.
- Exercise authority throughout the human resources department as assigned by Deputy Fire Chief and is responsible for the overall direction, coordination and evaluation of assigned work unit(s).

Required Knowledge, Skills and Abilities (KSA):

To perform this job successfully, an individual must be able to demonstrate each essential duty satisfactorily. The following descriptions are representative of the knowledge, skill, and/or ability required.

- Possess knowledge of Federal, State, Local law, County ordinances, and Fire District governing documents
- Demonstrate the ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community
- Demonstrate the ability to exercise sound judgment in stressful situations
- Demonstrate the ability to promote a positive morale among all personnel
- Demonstrate the ability to delegate workload equally and perform his/her share without intervention of superiors

- Possess the ability to read, analyze and interpret financial reports, and legal documents
- Possess the knowledge and demonstrate the ability to work with mathematical concepts such as probability and statistical inferences; possess the ability to apply concepts such as fraction, percentages, ratios, and proportions to practical situations
- Demonstrate the ability to define problems, collect data, establish facts, and draw conclusions; capable of interpreting extensive technical instructions and to deal with several abstract and concrete variables
- Possess the skill and demonstrate the ability to work cooperatively with others, build consensus and achieve organizational goals
- Demonstrate the ability to effectively present information to the Deputy Fire Chief, Fire Chief, members of the management team, public groups, and/or the Board of Fire Commissioners
- Demonstrate effective communication skills and maintain the ability to address individual or group needs while meeting the goals of the greater organization

Requirements and Qualifications:

- Bachelor's degree in Human Resource Management, Labor Studies/Relations, Personnel Administration or related field (Master's degree preferred)
- Minimum seven (7) years of progressively responsible experience in human resource administration, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. (HR experience with Fire Departments or Districts preferred).
- SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credentialing
- Must possess and maintain a valid Florida Driver license, class "E" and a driving record which meets or exceeds minimum the District's driving standards is required
- Shall demonstrate a record of attendance at further training to maintain current knowledge in all areas of his/her job by attendance at recognized seminars, conferences, and training programs
- General knowledge of information technology related systems and programs to include, but not limited to Microsoft Outlook and other related programs and platform

To apply send resume to Pam@EES.Solutions. Position is open until filled.