**Position Announcement: Part-time Human Resources Generalist**

Central Kitsap Fire & Rescue (CKFR), headquartered in Silverdale, Washington, is currently accepting applications to fill a new part-time position of Human Resources Generalist. This is an outstanding opportunity to work in the HR Division and support Human Resources functions across the District. The ideal candidate will demonstrate the highest standards of personal and professional conduct and be comfortable serving in a confidential position. Candidates can expect to work in an environment that is dynamic and service oriented. It is essential for the candidate to be highly skilled in organization and administration, have knowledge of hiring practices and laws, L&I, FMLA, Worker’s Compensation and HR best practices. Must have previous experience as an HR Assistant or Generalist. Excellent verbal and written skills, a high level of attention to detail, and the ability to properly explain benefits, laws, and processes to employees.

**At time of hire, must possess and maintain a valid Washington State driver’s license AND have passed a complete background investigation, driving record check, employment history verification, and reference confirmation.**

# Salary and Benefits

The pay range is $22.75 to $28.60 per hour. In addition, there is a pro-rata benefit package for part-time employees that includes sick leave, annual leave, participation in the PERS Retirement Plan and employer paid contributions to an Employee Assistance Program as well as life insurance. This position is represented by the IAFF Local 2819 Non-uniformed Collective Bargaining Agreement.

Application Packet

The following application packet is **DUE no later than 4:30 PM on Wednesday, October 18, 2017.**

* Complete application from CKFR online site.
* Statement of Interest. Include current phone numbers and e-mail address.
* Resume. (three-page maximum)
* Personal and Professional References.
* Answers to the following essay questions. (no more than 1 page each)

1. What is your experience working in a Human Resources position?
2. What is your experience working with a Fire/EMS organization and/or the public sector?
3. How does this position fit into your overall career goals?

Selected candidates will move to the next stage of the process that may include a panel interview, skill testing and/or a Fire Chief Interview.

The application packet may be hand delivered, mailed, or sent by private carrier (i.e., FEDEX, UPS, etc.). Please address your packet to: Central Kitsap Fire & Rescue, Attn: Lindsay Anderson, 5300 NW Newberry Hill Rd., Silverdale, WA 98383

# Position Details

**Description of District:**

Located in Silverdale, Washington, directly west of Seattle across the Puget Sound, this progressive combination fire district serves a growing population base of approximately 70,000 residing within its 115 square miles of jurisdiction. A budget of $19.3 million currently allows the 81 career, 65 volunteers, and 21 administrative members to offer a full range of emergency services. These services include fire suppression, public education, technical rescue, hazardous materials, wildland–interface suppression, and full emergency medical services for advanced life and basic life support responses including transport. CKFR provides emergency response services from ten fire stations, five career/volunteer staffed stations and five all volunteer staffed stations. A co-owned administrative campus shared with Silverdale Water District is comprised of two shared facilities and serves as the district’s administrative facility and vehicle maintenance facility. On average, there are 7,000 annual calls for service, with approximately 75 percent being advanced life support and basic life support responses.

**Qualifications/Requirements for the successful applicant include:**

* Must hold or be able to obtain a valid Washington driver's license.
* Must pass a thorough background investigation.
* Must be a non-smoker.
* Must have an AA or BA in business, public administration, Human Resources or other related field, or two (2) years of progressively responsible experience in Human Resources.
* Must be bondable and insurable.
* Experience with HR in a public/non-profit sector environment is preferred.
* Experience administering a Collective Bargaining Agreement is preferred.

**The applicant must have demonstrated experience, skills, and characteristics, which include**:

* High level of experience and enthusiasm to support the HR functions of CKFR District.
* High level of professionalism, work ethic and trustworthiness to be assigned confidential work.
* Ability to build and maintain effective working and interpersonal relationships with the community, District personnel, other public safety and political entities, and superiors.
* Ability to support vision, goals, and objectives in accordance with Board policy.
* Demonstrated skills with maintaining files, records, data entry, and submitting documentation to vendors and government agencies with accuracy.
* Ability to function independently when assigned program goals by the HR Director or Assistant Manager.
* Ability to trouble-shoot, problem-solve and identify issues of many kinds as they arise.

**Physical Requirements and Working Conditions:**

* The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
* There is a current job description in effect for this position, which may be modified prior to the effective hiring date.
* Work is generally performed in an office environment, but may also require driving to other District facilities. Attending to issues that arise will occasionally require a flexible and varied schedule.
* The ability to drive, lift 25 pounds, crawl under desk workstations, work in and around fire apparatus or sit or stand for extended periods of time is required.
* Work involves walking, talking, hearing, using hands to handle, feel, or operate objects, and reach with hands and arms. Vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
* The noise level in the work environment is usually moderately quiet while in the office, but may vary greatly at other District facilities.

**The application packet, must be received in its entirety no later than 4:30 PM on Wednesday, October 18, 2017. It may be hand delivered, mailed, or sent by private carrier (i.e., FEDEX, UPS, etc.). Please address your packet to:**

Central Kitsap Fire & Rescue

Attn: Lindsay Anderson

5300 NW Newberry Hill Rd.

Silverdale, WA 98383

**Tentative Hiring Schedule:**

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| --- | --- |
| Application Beginning Date | September 20, 2017 |
| Application Closing Date | October 18, 2017 |
| Testing/Interview process | October 23-26, 2017 |
| Anticipated first day of employment with CKFR | November 13, 2017 |

***Central Kitsap Fire & Rescue is an Equal Opportunity Employer and encourages applications   
from all persons without regard to race, creed, color, national origin, religion, sex, age,   
marital status, disability, sexual orientation, or veteran status including disabled veterans of the   
Vietnam era. CKFR provides reasonable accommodation to its employees  
and the public with disabilities, including disabled veterans.***

For More Information: Email HR Assistant Manager Lindsay Anderson at [landerson@ckfr.org](mailto:landerson@ckfr.org), 360.447.3570 or call Central Kitsap Fire & Rescue 360.447.3550