

Buda Fire Department Job Description

Job Title: *Human Resources Director*
Department: Buda Fire Department
Reports To: Fire Chief
FLSA Status: Exempt
Approved By: Chief Huckaby
Effective Date: October 1, 2023

SUMMARY

The Human Resources Director ensures legal compliance in all Human Resources (HR) areas and supports the achievement of the organization's mission. This position manages all aspects of HR policy and training, talent strategy, benefits, and employee relations. This role receives nominal direction and works closely with the District's Executive Management team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and functions may include the following:

- Develops and manages all human resources functions including recruitment, staffing, training and development, performance management, compensation and benefits, employee relations, employment and compliance to regulatory concerns, employee safety and risk management.
- Develops and maintains competitive compensation system, including market analysis, policies and procedures, job descriptions and classifications, reclassifications, salary adjustments, surveys and pay strategies.
- Partners and collaborates with the executive leadership team to understand and execute the organization's human resource strategy and succession plan.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended and implemented best practices.
- Maintains and applies knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Develops and implements District Personnel Policies and Procedures consistent with regulations, best practices, District goals and objectives.
- Manages the District's benefits process and implementation.
- Manages the employee acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants for all District positions; identifies staffing needs and collaborates with departmental managers to execute talent strategy.
- Assists in the planning, development, management, and implementation of programmatic, operational, and policy initiatives, as well as administrative activities related to Human Resources.
- Develops and implements HR departmental budget.
- Manages direct reports who provide support to the district.

- Manages delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, employee disciplinary matters, and terminations.
- Provides support and guidance to management, and other staff when complex, specialized, and sensitive questions and issues arise.
- Oversees all human resource administrative functions including, but not limited to employee records, benefits, performance reviews, FMLA, workers' compensation claims, and job descriptions.
- Facilitates professional development, training, and certification activities related to HR.
- Provides research, reports, and statistics to support executive functions.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS:

Education and/or Experience

A typical way to obtain the knowledge and abilities would be:

- Bachelor's Degree from an accredited college or university in Human Resources, Business Administration, or related field
- 7 years of progressive work experience in developing and administering employee development and retention strategies, developing employment policies, leadership programs, employee relations and benefits and compensation systems.
- Proven experience as an HR officer, administrator, or other HR position
- Working knowledge of labor laws, disciplinary procedures, policies and procedures, principles, practices and techniques of human resources

Licenses, Registrations, Certifications, or Special Requirements:

Current HR Credentials (e.g. PHR/SPHR from the HR Certification Institute or SHRM-CP/SCP from the Society for Human Resource Management)

Valid Texas Driver's License

Preferred:

Experience working with Public Service organizations.

Experience working and familiarity in the Fire Suppression and Emergency Medical Services industry.

Experience managing and supervising professional staff.

Knowledge and skills:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict-resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical problem-solving and decision-making skills.
- Strong reasoning skills and ability to prioritize needs and develop and implement punctual discernible results of action while working on a wide variety of tasks simultaneously.
- Ability to prioritize tasks and to delegate them when appropriate.

- Ability to act with integrity, professionalism, and confidentiality.
- Ability to build consensus and promote teamwork in a diverse organization.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the district's software systems.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described are representative of those that must be met by an individual to successfully perform the essential functions of this position.

Physical requirements include the ability to lift/carry up to 15 pounds at times, visual acuity, speech and hearing, hand and eye coordination, and manual dexterity necessary to operate a computer and office equipment. Prolonged periods of sitting at a desk and working on a computer. Must be able to access and navigate each department at the organization's facilities.