



Employment Opportunity

HUMAN RESOURCES PROGRAM MANAGER

First review of applications will be on December 15, 2022. Open until filled.



District Profile:

Gig Harbor Fire & Medic One provides 911 emergency medical services, fire suppression, emergency rescue and injury prevention services to the 50,000 residents living on the Gig Harbor Peninsula. Our response area covers 55 square miles with more than 50 miles of shoreline including Fox and Raft Islands.

Gig Harbor Fire & Medic One is hiring one candidate to fill the position of Human Resources Program Manager. **We anticipate a start date of February 1, 2023.** We are an equal employment opportunity employer and a tobacco-free workplace.

The Human Resources Program Manager is responsible for human resources program administration such as recruitment, testing, selection, benefits administration, leave management, training, compensation, labor relations, performance management, and employee records in a collaborative environment.

The job description for Human Resources Program Manager is attached.

Minimum Qualifications:

- Associates Degree in Human Resources, Business Administration, or related field, or any combination of experience, education, and training that would provide the level of knowledge, skills, and abilities required to be successful in this role.
- Must be bondable, insurable, and able to qualify and act as a WA State notary public.
- Proficient with Microsoft Office suite of software.
- Must possess and maintain a valid Washington State driver's license or be able to obtain a Washington State driver's license within 30 days of hire date.
- Authorized to work in the U.S.

Preferred Qualifications:

- Bachelor's Degree in Human Resources, Business Administration, Public Administration, or related field.
- Current SHRM-CP, SHRM-SCP, PHR, SPHR certification or equivalent.
- Human resources experience in fire service or public sector.
- Experience in employee relations and handling union grievances.

Position Details

FLSA Status: Exempt

Represented: N/A

Salary & Benefits:

- Annual base salary: \$111,757-\$139,696 DOE/DOQ
- WA PERS Retirement
- Medical/Dental/Vision for employee and family – monthly premiums are 100% covered by employer
- District contributions to employee's healthcare reimbursement account (HRA) \$535/month
- Employer-matched deferred compensation up to \$725/month
- Educational incentives:
 - BA/BS = Base pay + 4%
 - AA/AS = Base pay + 2%
 - 50% tuition reimbursement

How to Apply:

Email the required documents listed below to hr@gigharborfire.org. First review of applications will be on December 15, 2022. Open until filled.

REQUIRED DOCUMENTS

- Resume
- Cover Letter
- Applicant Contact Information Sheet (attached)
- Responses to the following questions. Please limit responses to one page per question.
 1. Describe your knowledge and experience in interpreting and applying Washington State employment laws, pension programs, and workers' compensation.
 2. BRIEFLY describe your professional broad-based human resource experience.
 3. As an HR department of one, this position requires the incumbent to perform professional-level work as well as administrative/clerical duties. Will this be an issue for you? Please elaborate with examples from your current position.

OPTIONAL DOCUMENTS

- Professional certifications and/or diplomas
- Letters of recommendation

Hiring Timeline: (Dates subject to change)

12/15/22	First review of applications
01/04/23	Initial interviews via Zoom
01/12/23	Panel interviews (morning); Chiefs interviews (afternoon)
01/13/23	Conditional offer extended; start background and drug screen
02/01/23	Anticipated start date

