

Position/Role Description
Personnel Officer

<u>Direct Report of:</u>	District President	Board of Directors
<u>Peers With:</u>	District Manager Chief Quality Assurance and Quality Improvement Coordinator	Safety Officer Privacy Officer Public Information Officer
<u>Direct Reports:</u>	None	
<u>Locations:</u>	District Headquarters Remote	Pleasant Prairie Station
<u>Resources Provided for District business:</u>	Laptop computer Photocopier/printer access Training and education	Badge Business cards
<u>Memberships:</u>	Firefighters Association of Missouri (FFAM)	
<u>Compensation and Allowances:</u>	Paid \$25.00 per hour	Mileage reimbursement
<u>Assignment:</u>	Part-time	On – Call 24 hours a day, 7 days per week
<u>Maximum Staffing Level:</u>	1 position	

Primary Responsibilities:

Provide assistance as necessary in administration of the District Personnel Policies and Practices, and to provide advice and interpretation for compliance with the District Personnel Policies and Practices, including recommending to the Board, additions to, deletions from or revisions to the District Personnel Policies and Practices.

Confidentially maintain all District employment data, including the District's official personnel files.

Ensures District goals are met and works towards fulfilling the District's vision.

Consults with the Chief, District Manager, and Board of Directors in terms of policy and planning but works independently to support excellent employee relations.

Position/Role Description

Personnel Officer

Administrative Duties:

- Prepares reports and documentation of training, maintenance, operations, and other activities
- Prepares and delivers presentations and reports to the District's Board of Directors
- Prepares annual budget requests to the Budget Officer
- Controls spending within budget

Important Duties:

- Complies with and enforces applicable state statutes and federal laws and regulations, e.g., non-discrimination
- Helps draft and recommend policies and goals and content for the District's Strategic Master Plan
- Establishes and maintains District human resources management procedures and guidelines
- Works with Fire Officers to review standard operating procedures or guidelines to ensure consistency with District Personnel Policies and Practices.
- Identifies District positions that would preclude employment of a minor.
- Provides candidates and employees information on organizational philosophy, benefits, and District policies, including information or referral to the District Chaplain or Employee Assistance Program.
- Conducts exit interviews and informing the appropriate parties of summary results.
- Investigates all reported violations of prohibited practices and unfair employment practices and takes appropriate action.
- Works with the Budget Officer to review proposed organization structure changes from job evaluation and budgetary standpoints and to prepare recommendations to the Board.
- Provides internal and external recruitment processes.
- Administers the District's workers' compensation insurance policies, including claims.
- Ensures that computer and voice communication system access privileges are terminated when appropriate in cases of transfer, termination, or changes of assignment.
- Assists with conciliation if requested.
- Assists with performance improvement counseling and throughout the disciplinary process, particularly ensuring there is sufficient supporting documentation to support all disciplinary actions.
- Manages the District's Occupational Health and Safety and Infection Control programs.
- Conforms to and enforces District policies and human resources management procedures or guidelines
- Operates office equipment as necessary
- Evaluates need and makes recommendations for use professional services for human resources
- Works with the Training Officer and Chaplain to develop human resources management education and training

Position/Role Description

Personnel Officer

- Initiates continuous improvement of human resources management functions, improved outcomes by sponsoring quality assurance and quality control activities reducing costs and cycle time and streamlining work processes
- Provides processes to assure seamless quality customer service
- Ensures training and education as necessary to increase knowledge and use of human resources management processes
- Supports human resources investigation activities
- Approves and attends conferences and seminars to keep abreast of developments in emergency services and public administration
- Initiate, leads, or sponsors special projects such as ISO improvement, fire station construction, strategic master plan update, economic development, elections, etc.
- Works with the Chief to develop employee recruitment and retainment programs
- Participates in the hiring process, including interviewing applicants and candidates in the promotion process
- Recommends personnel actions to the Board of Directors

Desired Knowledge:

- Principles, practices, methods, and equipment employed in modern emergency services
- Safety standards and precautions pertaining to EMS, first aid, and fire suppression activities

Required Knowledge:

- Laws and regulations pertaining to the human resources management, including Missouri Department of Health and Senior Services regulations, e.g., EMS licensure and administration
- District ordinances, policies, standard operating procedures or guidelines and state statutes and regulations pertaining to emergency services and public administration
- Organizational leadership principles and practices
- Principles and practices of management systems and processes
- Best practices of human resources management

Position/Role Description

Personnel Officer

Required Abilities:

- Follows direction from the District President
- Uses good judgment in human resources management functions consistent with carrying out the District's mission, policies, procedures, achieving goals, and fulfilling the District's vision
- Establishes relationships and works well with District employees, other officials, the public, and other agencies
- Gathers information by communicating with others and obtaining data
- Prepare reports and documentation as necessary with clearly organized thoughts using proper English sentence construction, punctuation, and grammar
- Comprehends and makes inferences from written material
- Provides organizational leadership
- Performs leadership and managerial responsibilities
- Assesses overall administrative effectiveness in carrying out the District's mission, achieving goals, and fulfilling the District's vision
- Defines the human resources management training and educational needs of District personnel
- Communicates with co-workers, candidates for employment, and District personnel in face-to-face, one-on-one, group, or over the telephone types of settings.
- Observes, monitors, and compares data to determine compliance with the District's policies and administrative procedures
- Basic computer skills such as emailing, word processing, spreadsheets, applications, and presentations

Desired Licensure:

None

Required Licensure:

None

Training and Experience:

Combination of experience and education that meet the training and experience may be substituted for the following:

- Degree or advanced training
- Four years of supervisory, managerial, and/or leadership experience with familiarity of all aspects of human resources management

Confidentiality:

Regularly works with data, processes, or confidential information where disclosure is a serious breach of trust and potential violation of law.

Position/Role Description Personnel Officer

Working Conditions:

Office environment

Required Mental and Visual Demands:

- Intense and exacting mental and visual attention, involving the performance of complex work
- Continuous attention to detail

Physical Requirements:

- Lifts boxes and containers weighing approximately 25 pounds
- Communicates effectively via telephone or TTY/TDD

Additional Requirements:

- Ability to respond to the District within 60 minutes when available for duty
- Managing projects, tasks, follow-ups, etc.
- An individual in this position may use personal or District vehicles on District business; therefore, if an individual uses personal or District vehicles, the individual must be physically capable of operating the vehicle safely, possess a valid driver's license, and have an acceptable driving record
- Use of a personal vehicle for District business will be prohibited if the employee does not have personal insurance coverage

Note: This Job Description will be reviewed from time to time and adjusted, if necessary.