

	St. John's Fire District	
	Position Description	
	<i>Human Resources Specialist (Generalist level)</i>	
	Office: Human Resources	Shift: M-Th 7:30 – 4:45
	FLSA Status: Non- Exempt – Revised Date: 08/25/2025	

Hiring Range: \$60,000 - \$68,000. Excellent benefits package.

Directly Reports To (Position): Human Resources Manager

Position Summary: The Human Resource Specialist plays a vital role in supporting the overall effectiveness of HR operations at St. John's Fire District. This position assists with a variety of employee-related and administrative tasks across key human resources functions, including recruitment, onboarding, benefits, recordkeeping and more. The ideal candidate will be a good listener, detail-oriented, service-minded, team player, committed to upholding the values and mission of STJFD who is interested in progressing up the HR career ladder.

Priorities:

- Encourages a culture where constructive criticism is the norm, and the drive for self-improvement overrides individual ego, personal agendas, and preservation of perceived reputation.
- Emphasizes that safety must always be prioritized over relationships and the desire for acceptance.
- Building successful teams through coaching and training with an emphasis on building trust, productive conflict, commitment, accountability, and results.
- Brings a passion for excellence in fire service delivery and prioritizes the organization and accountability

Essential Functions:

- Employee Records Management: Maintain accurate, well-organized employee files; process new hire/termination documentation; conduct routine audits.
- Onboarding and Orientation: Prepare orientation materials; deliver HR orientation sessions with the HR Manager.
- Recruitment Support: Track applicant status, assemble interview materials, assist with candidate scheduling, recruit administrative positions, represent STJFD at career fairs.
- Benefits Administration: Assist with Open Enrollment planning and communications; provide support to employees on benefit offerings.
- Workers' Compensation: Manage claims, forms, OSHA logs, audits, and related inquiries.
- HRIS and Data Management: Maintain employee data within HR information systems, support automation and digitization of HR processes.

- Emergency Assignments: As with all positions, subject to emergency recall, irregular hours, or alternate duties in natural/manmade disasters.

Emergency Assignments

Every St. John's Fire District employee has regular and recurring emergency management responsibilities, though not every position requires routine deployment to natural or manmade disasters. All positions are subject to emergency recall for emergency management operations. This may require irregular work hours, work at locations other than their official duty stations, and may include duties other than those specified in their official job description.

Minimum Education and Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or related field.
- Previous experience as an HR Generalist or equivalent role.

Preferred Education and Qualifications:

- Experience with employee benefits plans.
- Experience with workers' compensation administration.
- Prior public sector HR experience.
- Prior recruiting experience.

Ability to:

- Demonstrate strong critical thinking and problem-solving abilities.
- Communicate effectively both verbally and in writing.
- Apply professionalism, empathy, and discretion in sensitive matters.
- Maintain exceptional attention to detail and organizational skills.
- Work proficiently with Microsoft Office Suite.
- Collaborate effectively within a team environment.
- Balance clerical, administrative, and higher-level tasks efficiently.

Working Conditions

Primary Work Location: Office environment (Administrative Division).

Protective Equipment Required: None required beyond standard office PPE.

Environmental/Health and Safety Factors: Normal office environment with occasional exposure to employee-facing stress factors.

Physical Demands: Prolonged sitting at a desk; standing for presentations; manual dexterity for paperwork/office tools; ability to lift materials up to 10 lbs.

Mental Demands: High-level concentration, attention to detail, discretion, and ability to maintain confidentiality.

Americans with Disabilities Act Compliance (ADA)

The St. John’s Fire District is an Equal Opportunity Employer. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform essential job functions. Prospective and current employees should contact Human Resources to request ADA accommodation.

Disclaimer

The above information on this position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

I acknowledge that St. John’s Fire District has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature_____ Date_____

Fire Chief (or HR) Signature_____ Date_____

