



King County Fire District #2
Washington

HUMAN RESOURCES MANAGER

\$100,000 - \$130,000

Plus Excellent Benefits

Apply by
July 30, 2023
(Open Until Filled)



THE REGION



Headquartered just 11 minutes south of Seattle, Washington in the city of Burien, King County Fire District #2 provides Fire and EMS services to the neighboring communities of Burien, Normandy Park, and North Highline.

The City of Burien and the City of Normandy Park are both waterfront communities located along the shores of the vast Puget Sound. With miles of ocean shorelines, expansive 360-degree mountain views, diverse neighborhoods, and surrounding local amenities and recreation, the area is a conveniently located hidden jewel in the Pacific Northwest.

The City of Burien’s estimated 52,066 residents take pride in their neighborhoods and are active in preserving the environment and public spaces. Constantly working to rebuild and reinvent itself, the charming downtown area boasts sidewalks, old-fashioned lampposts, a library, family friendly landscaping and a splash park, boutique shopping, and a variety of breweries and family friendly restaurants and dining. Burien is also a great hub for other commercial amenities with multiple shopping centers that contain grocery stores, department stores, auto shops, chain restaurants for fast food or sit-in dining, and more.

The City of Normandy Park, home to KCFD2’s Station 29, is an attractive bedroom community with roughly 6,771 residents. Residents enjoy annual events, fairs, and recreation opportunities just down the road at the Normandy Park Community Club (otherwise known as The Cove) with 18 acres of land along 700 feet of ocean waterfront. The Cove has a community clubhouse, tennis courts, wooded trails, creeks, picnic areas with benches and firepits, and a kids playpark. The Cove hosts wine nights, game nights, movies on the lawn, a large 4th of July celebration, holiday bazaars, private events, and more!

North Highline, home to Station 18, is an unincorporated urban area with a population of approximately 20,000. The area, bordered by Seattle, Burien, SeaTac and Tukwila includes the White Center and Boulevard Park communities as well as several other smaller neighborhoods.



Both indoor and outdoor leisure and recreational opportunities surround the area. Within a 60-minute drive those wanting to explore can find anything from ocean front access points for fishing and wildlife viewing, to Snoqualmie Pass snow-capped mountains for skiing, biking, and hiking, to large fresh water and salt water lakes such as Lake Washington or Lake Sammamish, to city life attractions such as theater, music, nightlife, fine dining, sports facilities, national hockey, football, and baseball sports teams, tourism attractions, shopping, and more at the major metropolitan cities of Bellevue and Seattle. The area is also located just five miles from direct flights out of Sea-Tac International Airport and seven miles from the Westfield Southcenter Shopping Mall.

The area is serviced by the Highline Public School District with 18 elementary schools, five middle schools, four high schools, and seven choice or alternative educational options. Early Pre-K, private education, and continuing education can also be found in the area.



THE DISTRICT

King County Fire District #2 (KCFD2) serves roughly 78,000 residents within the communities of Burien, Normandy Park and North Highline. KCFD2 provides fire suppression, fire prevention, hazardous materials response, mutual aid response, and emergency medical services in cooperation with King County Medic One, the Valley Communications Center, and other related public services.

KCFD2 is governed by a three-member Board of Commissioners that serve six-year terms, which are staggered two years apart. One of the three commissioners' term will expire in December of 2023. The District operates on a 2023 budget of roughly \$23 million with 76 FTEs out of four different stations. District Departments include Administration, Suppression, Volunteer, Prevention, Training, and Facilities. KCFD2 experienced a total of 12,260 calls in 2022; 9,481 EMS/Rescue calls, 333 Fire Calls, 64 Hazardous Material calls, and 2,382 other calls.

In 2019, the North Highline Fire District (NHFD) consolidated with KCFD2 for fire suppression, fire prevention, and emergency medical services, which resulted in all employees of NHFD transferring to KCFD2 effective as of the beginning of 2019. NHFD has no employees, however, remains a viable fire district, governed by a three-member Board of Commissioners, with one of the commissioners' term expiring at the end of 2023. Under the terms of the interlocal agreement (ILA) for consolidated services, NHFD pays a portion of the overall expenditures of KCFD2 for personnel, station and apparatus costs. NHFD's revenue sources include property taxes and a fire benefit charge.



THE DIVISION & POSITION

The District currently has a Finance & HR Manager who has overseen the combined duties which are being split into two positions due to retirement and the District absorbing another Fire District. The new Administrative Division will consist of 5 FTEs including the new incoming Fire Chief, the new Finance Manager, the new Human Resources Manager, and two current accounting and administrative professionals. While the Human Resources Manager may initially report to the Fire Chief, final reporting relationships will be determined by the skill set of the two new hires. It is anticipated that the incoming Human Resources Manager will be responsible for overseeing the human resources functions of the organization, including the management of employment contracts, L&I claims, and employer notification to L&I. The Human Resources Manager plays a vital role in administering reimbursement processes for sick-leave buyback and stay-at-work programs. Maintaining accurate medical files, overseeing the new hire process, and managing employee retirements are also key responsibilities. The Human Resources Manager is involved in payroll administration, including annual changes and specific buydown processes throughout the year. Ensuring compliance with federal tax filings, L&I filings, unemployment, and PFMLA requirements on a quarterly basis is essential. The Human Resources Manager is responsible for personnel file maintenance, handling records requests, meeting notice requirements, managing the volunteer process, and coordinating compliance for all of the Districts benefit programs.

Merged responsibilities of the two incoming positions may include management of LEOFF-1 Retirees, monthly processing and meeting prep, annual calculations, and annual pension adjustments. Once the new staff members have been on the job for a period of time, there may be an opportunity to negotiate limited remote working possibilities.

OPPORTUNITIES

1. KCFD2 has recently absorbed NHFD through an interlocal agreement and has elected to create two positions out of the current Finance & HR Manager position. The final details of exactly what each position will be responsible for are still emerging. This will require the incoming Human Resources Manager to think creatively and scan the environment alongside the new Finance Manager to identify undone tasks that can reasonably be incorporated into each position.

2. The Human Resources Manager will work with the Finance Manager to codify and have the Board adopt a contemporary set of fiscal and human resource policies.

COMPENSATION & BENEFITS

- **\$100,000 - \$130,000 DOQ**
- Medical and Dental Insurance for employee, spouse, and dependent children paid for by Fire District
- PERS Retirement
- 457 Plan (District contributes 4% of base, employee contributions are voluntary)
- VEBA (employee contributes)
- Vacation (graded schedule starting with 80 hours for first 3 years)
- Holiday (11 paid days per year)
- Sick Leave (accrues at 12 hours per month)
- Longevity Pay based on years of service with KCFD2
- Education Pay Incentive
- Health Incentive Pay
- Limited remote working possibilities

IDEAL CANDIDATE

Education and Experience:

A bachelor’s degree in human resource management, organizational development, or a related field, plus a minimum of two (2) years’ of progressively responsible human resources experience (governmental experience preferred), OR any equivalent combination of training and experience which demonstrates the knowledge, skill, and ability to perform the previously described duties will be considered. SHRM certification is not required, but a plus for the incoming Human Resources Manager.

The ideal candidate will be adaptable, flexible, able to work with multiple priorities and adjust on the fly, have strong interpersonal communication skills, and be willing to be cross-trained and take on new duties as assigned/appropriate. This person will be a problem solver and self-starter who is analytical, self-motivated, and confident in decision making. The candidate must be able to work independently, and be able to maintain confidentiality of sensitive information.

For more information on KCFD2, please visit:

www.burienfire.org



The King County Fire District #2 is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **July 30, 2023** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**King County Fire District #2 (KCFD2), WA – Human Resources Manager**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



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