

# **BAINBRIDGE ISLAND FIRE DEPARTMENT**

## **JOB DESCRIPTION: Human Resources Manager**

Official Job Title: Human Resources Manager  
Classification: Full-time, non-uniformed, non-represented, FLSA exempt, salaried position  
Date Adopted: November 14, 2024  
Benefits: Comprehensive benefits that include medical, dental, and a retirement package

### **Major Function and Purpose:**

The Human Resources (HR) Manager serves as the primary HR professional responsible for overseeing and administering all aspects of human resource management. The HR Manager supports the Department's operational goals by ensuring compliance with federal, state, and local employment laws, managing employee relations, benefits administration, recruitment, and retention efforts. Additionally, the HR Manager provides guidance and strategic planning in workforce development, fosters a positive workplace culture, and ensures the department's human resources processes are aligned with organizational values and objectives. This role requires a hands-on approach to managing day-to-day HR functions while also contributing to high-level HR strategy and planning.

### **Reporting Relationships:**

The HR Manager reports directly to the Fire Chief.

### **Job Duties and Responsibilities:**

#### **Human Resources Responsibilities:**

Advises, coaches, develops, manages, and provides Department staff with HR support as directed such as:

- Oversight and alignment of all HR programs and goals with Department objectives.
- HR policies and procedures assessment and development.
- Benefit plans review, recommendations, and administration.
- Internal auditing and payroll/benefits support.
- Recruitment, staffing, and retention.
- Strategic planning and succession planning.
- Compensation review and strategies.
- Leave management and compliance.
- Compliance with federal, state and local laws.

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- Performance management.
- General employee relations.
- Managerial development and training.
- Career development.
- Labor negotiation support.
- HR records maintenance, compliance, and retention.

#### General Responsibilities:

- Partners with the leadership team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Provides support and guidance to the Finance & HR Administrator, management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with Departmental managers to understand skills and competencies required for openings.
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Creates learning and development programs and initiatives that provide internal development opportunities for employees.
- Oversees employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and procedures to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- May provide support to the Board of Commissioners and the Local Board for Volunteer Firefighters and is expected to attend Board of Commissioners meetings as needed.
- Performs other duties as assigned.

#### Qualifications:

#### Knowledge, Skills, and Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.

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- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Knowledge and experience with development of performance management programs and systems.
- Knowledge and experience in talent acquisition and retention.
- Knowledge and experience in training and development.
- Knowledge and experience in strategic planning and succession planning.
- Knowledge and experience in leave management including applicable federal and Washington state laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Knowledge and seven (7) or more years' experience with progressive HR responsibilities.
- Knowledge of HR technologies for recruitment, compensation, payroll, etc. Able to work with various software and spreadsheet applications.

#### **Education and Certifications:**

- BA/BS degree or higher level of education in Human Resources, Business, or related field, with 7 or more years relevant experience.

#### **Desired Qualifications:**

- Knowledge and experience in union relations environment strongly desired.
- Knowledge and experience in government or nonprofit sector.
- Knowledge and experience in assessing, implementing and administering HRIS, recruitment, and performance management systems.
- Other professional training and accreditation (Master's degree, SHRM or other HR Certifications) strongly desired.

#### **Other Requirements:**

- Must have or be able to obtain a valid Washington State Driver's License, proof of current insurance, and the ability to be insured by the Department's insurance provider.
- Must be a U.S. citizen or eligible to work in the United States.
- Must pass a comprehensive background check.

#### **Working Conditions:**

Work is performed in an office environment at a fire station and includes contact with Department members as well as the public and outside agencies.

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