



RECRUITMENT ANNOUNCEMENT

*Lakeside Fire
Protection District*

Human Resources Analyst

**\$61,651.20—\$71,364.80 Annually
Plus Excellent Benefits**

DEADLINE TO APPLY
April 7, 2022
4:00 P.M. (PDT)

Mail:

12216 Lakeside Avenue
Lakeside, CA 92040

Physical Location: 112216
Lakeside Avenue Lakeside,
CA 92040

Phone:

619-390-2350 — Business
619-443-1568 — Fax

Website:

www.Lakesidefire.org



THE POSITION

Under general supervision of the Finance and Human Resources Director, this position is responsible for using independent judgment to perform professional level administrative, technical, and analytical activities in support of human resources functions and to perform other professional tasks in support of the assigned area of responsibility.

IDEAL CANDIDATE

The ideal candidate will:

- Demonstrate excellent customer service skills and exercise discretion and judgment in resolving problems
- Be knowledgeable in the application of Federal, State, and local laws, rules, regulations, policies and procedures
- Be able to perform difficult, complex technical and administrative work involving the use of independent judgment, initiative, and accuracy
- Demonstrate excellent communication skills, both orally and in writing.
- Be able to develop effective partnerships with other businesses and jurisdictions.
- Be focused and ensure compliance in areas of assignment
- Have demonstrated a track record in accomplishments in the areas of Human Resources
- Be able to handle multiple priorities simultaneously and prioritize work
- Understand, carry-out, and develop verbal and written directions, forms, documents as needed, and
- Be able to evaluate performance management processes and systems and develop improvement plans

QUALIFICATIONS

Desirable

- Public sector experience in the areas of recruitment, selection, classification and compensation, and/or benefit administration
- Experience in the development of employee handbooks, MOUs, policies and/or procedures
- Accreditations in the field of Human Resources from recognized organizations, such as SHRM.

Required

- Equivalent of a Bachelor's Degree from an accredited college or university with major course work in human resources, personnel management, public administration, business administration, or a related field
- Four years of increasingly responsible experience in technical and/or administration. Including three years of experience in the field of human resources.
- Possession of a valid California Class C Driver's License



Lakeside Fire Administration

The provisions of this bulletin do not constitute an expressed or implied contract. Any of the provisions in this bulletin may be modified or revoked without notice up to and including cancellation of the recruitment.



Lakeside Fire Station #1

KEY RESPONSIBILITIES

- Coordinates and administers employee benefits programs and implements human resources administrative operations including enrollments, data collection, and contract renewals.
- Conducts special research assignments, including gathering, analyzing, compiling, and submitting data for management review
- Explains benefit programs, including health, dental, vision, long/short term disability, life insurance, retirement plans, workers' compensation, leave policies, and other federal and state mandated programs.
- Ensures compliance with HIPPA and COBRA regulations; provide data and statistical summaries to District managers as required
- Participates in the maintenance of the District's classification and compensation plan; conducts classification and compensation studies; develops and revises classification specifications based on job analysis and audit(s)
- Interprets and applies rules and procedures, policies, and Memorandum of Understanding (MOU) or employment contracts; manages recruitment teams; provides hiring recommendations to management and supervisors
- Reviews and processes personnel actions related to employment and personnel information changes; tracks employees on leave status; enters and updates information in a database
- Attends and participates in pre-disciplinary meetings, grievance hearings, and arbitrations; prepares disciplinary and labor relations documents
- Prepares and maintains personnel files and records
- Schedules appointments for background checks and pre-employment physicals for potential candidates.
- Participates in new hire orientation and conducts the On-boarding process
- Performs other duties of similar nature or level



Lakeside Fire Station #2



Lakeside Fire Station #3



Lakeside Fire Station #26

EMPLOYEE BENEFITS

Salary

\$61,651.20—\$71,364.80 per annum *This position is an at-Will and FLSA Non- Exempt position.*

Retirement

Membership in Public Employees Retirement System (Cal-PERS)

Health Benefit/Reimbursement

Group medical and dental is provided by the District and pays up to the cap determined during employee contract negotiations every two years.

Vacation

103-309 hours annually, based on years of service with the District.

Sick Leave

accrues at a rate of 3.96 per pay period for a maximum of 103 hours per year.

Holidays

The District recognizes 9 holidays annually.

Health Plans

Group medical and dental is offered by the District

Dependant Care Flexible Account (DCAP)

Health Reimbursement Arrangement (HRA)

Other Post Employment Benefits (OPEB)

Deferred Compensation

Deferred compensation plans available to choose from

Work Schedule

A flexible 9/80 work week schedule is offered

Lakeside Fire Protection District

12216 Lakeside Avenue

Lakeside, CA 92040

Phone: 619-390-2350

Fax: 619-443-1568

FIND US ON THE WEB AT:

www.Lakesidefire.org

Our Mission

The mission of the Lakeside Fire Protection District is to "Protection District exists to protect life, property, and the environment; and is dedicated to serving our community."

THE FIRE DISTRICT

The Lakeside Fire Protection District was formed in 1963 and is an active Fire District of differing cultures and community coverage areas. From the Alpine area to our east, to the City of Santee on the west, the District covers more than fifty-one square miles and runs more than 12,000 unit responses per year. The Fire District currently operates four fire stations with fifty-two safety personnel, and five administrative staff. The District has five elected board members that meet twice each month, and serves a population of approximately 62,000 residents. Our long-standing close cooperation with the City of Santee continues in our joint management of CSA-69; which provides paramedic ambulances to the Lakeside/Santee area.



FILING DEADLINE

Your application, supplemental questionnaire (if applicable), and resume must be submitted to the Lakeside Fire Protection District Administrative Office, in person, email or received via mail, **no later than 4:00 p.m. PDT on April 7, 2022. Postmarks or faxes will not be considered.**

HOW TO APPLY

Applicants must submit an official Fire District application form, supplemental questionnaire (if applicable), and a resume to:

Human Resources
12216 Lakeside Avenue
Lakeside, California 92040

HR@lakesidefire.org

Application materials may be downloaded from our website:
<https://lakesidefire.org/job-opportunities/>

APPLICATION PROCESS

SELECTION PROCEDURE

All applications received will be screened based on completeness, education, training and work experience. Those applicants possessing the most desirable qualifications for the position will be invited to continue in the selection process. Prior to employment, the successful candidate will be required to complete and pass a medical and psychological examination, background check and fingerprinting.

TENTATIVE SELECTION SCHEDULE

Filing Deadline

Thursday, April 7, 2022

