



The Alameda County Fire Department

invites you to apply for the position of



Fire Department Human Resources Officer

The Ideal Candidate

The ideal candidate will have a strong knowledge of the principles of public administration and management, organizational analysis and development, classification structures and concepts, techniques of public personnel administration including job analysis and position classification, experience conducting job audits, wage and salary administration, recruitment and personnel selection, employer/employee relations, and training. Additionally, the ideal candidate would have some knowledge of human resources administration in governmental agencies and a demonstrated knowledge of Federal, State and local laws, rules and guidelines relating to the hiring process and other areas of personnel related activities such as public safety, and the Firefighter's Bill of Rights and the Peace Officer's Bill of Rights as well as experience interpreting and applying contracts and agreements.

Additionally, qualified candidates will possess a bachelor's degree from an accredited four-year college or university and the equivalent of four years of full time professional level personnel experience that provided a combination of the following: interpreting labor agreements, handling of employee grievances and disciplinary actions, advising management on personnel and labor relations issues, developing and implementing personnel policies and procedures, classification studies, compensation studies, or participation in the selection of employees for a variety of occupational classes.

Critical attributes for the success of the Fire Department Human Resources Officer include:

- Strong communication skills, both orally and in writing.
- Experience effectively presenting ideas to individuals and groups.
- The ability to make strategic decisions and exercise good judgment based on available data, designing solutions to problems, formulating and articulating action plans and developing a strategy for implementation.
- The ability to maintain effectiveness even when experiencing changes in work responsibilities, deadlines or policies and procedures.
- Demonstrated ability to establish courses of action for self and others to ensure that work is completed efficiently.
- Keeping the organization's vision and values at the forefront of decision making.
- Possessing a confident interpersonal style and proven methods that inspire and guide individuals toward higher levels of performance.
- The ability to work harmoniously with others; skill at perceiving and reacting empathetically to the needs of others; treating people with consideration, sensitivity, kindness and respect.

Compensation

The salary range for the Fire Department Human Resources Officer is from \$86,320.00-\$105,019.20 annually. The Alameda County Fire Department also offers an attractive management benefits program with the following elements: CalPERS Retirement plan governed under the provisions of the 1959 Survivor Benefit Act, Retirement formula: 2% at 55 years of age; Management Benefits Cafeteria Plan; Health and Dental Insurance; Life/Accident Insurance, Paid Vacation & Sick Leave, Management Leave (10 days), Holidays (13 paid holidays; 4 floating holidays); and a Deferred Compensation Plan.



Alameda County Fire Department

www.acgov.org

Dedicated to Superior Service

If you have questions regarding this bulletin please contact:
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Alameda County Fire Department

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Dedicated to Superior Service



The Fire Department Human Resources Officer is responsible for leading, planning, organizing and directing the personnel management program of the Alameda County Fire Department. The incumbent of this position would create and maintain an integrated, highly cooperative relationship between the Alameda County Fire Department and the Alameda County Human Resources Department in support of all Alameda County Fire Department personnel matters including: Recruitment and Selection, Disability Management, Labor and Employee Relations, Classification, EEO, and Workers' Compensation.

THE ALAMEDA COUNTY FIRE DEPARTMENT

The Alameda County Fire Department (ACFD) provides all-risk emergency service to the unincorporated areas of Alameda County, the City of San Leandro, the City of Dublin, the Lawrence Berkeley National Laboratory, and the Lawrence Livermore National Laboratory. Serving a population of 256,475 and encompassing an area of roughly 475 square miles, the ACFD provides a wide variety of services to an ever expanding and diverse community. These services include:

- Advanced Life Support Rescue
- Fire Suppression
- Hazardous Materials Mitigation
- Urban Search & Rescue
- Water Rescue
- Community Education
- Disaster Preparedness
- Fire Prevention and Code Compliance
- Regional Dispatch

The ACFD was formed on July 1, 1993, as a dependent special district with the Alameda County Board of Supervisors as its governing body. This consolidation brought together, into a single jurisdiction, the Castro Valley Fire Department, the Eden Fire Department, and the County Fire Patrol (each a dependent special district under the Board of Supervisors). In June 1995 the City of San Leandro elected to consolidate its fire department into the ACFD to receive emergency fire and medical services through a contractual arrangement with Alameda County. In June 1997 the City of Dublin elected to select the ACFD to provide emergency fire and medical services to its residents through a contractual arrangement. The Lawrence Berkeley National Laboratory



was added in 2002 and the Lawrence Livermore National Laboratory in 2007.

The ACFD is also responsible for the administration and operation of the Alameda County Regional Emergency Communications Center (ACRECC). The dispatch center provides dispatch and communication center services for the ACFD, the Alameda County Emergency Medical Services Agency, Camp Parks RFTA, and the cities of Alameda, Fremont and Union City.



The Position of Fire Department Human Resources Officer

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This recruitment will be used to establish an eligibility list for the Fire Department Human Resources Officer, but may be used to fill vacancies for positions that require similar competency areas as the current vacancy. For a complete Fire Department Human Resources Officer job description please visit our website at www.acgov.org/hrs.

Application Process

If you are interested in this exciting opportunity, please complete an application and supplemental questionnaire on-line at www.acgov.org/hrs. The final filing deadline is March 15, 2010. Applications will be screened according to the qualifications outlined in the Ideal Candidate section of this brochure. The most qualified candidates will be invited to participate in the selection process.

Tentative Selection Schedule:

- Application and Supplemental Questionnaire Final Receipt Date: March 15, 2010
- Panel Interviews: April 1st and April 2nd, 2010
- Departmental Hiring Interviews: April 7th, 2010



OUR MISSION

We will provide the highest level of service to our communities by valuing our members, promoting positive leadership, and dedicating ourselves to excellence.



NAME _____

Supplemental Questionnaire

The purpose of this questionnaire is for you to identify your qualifications and experience required for this position. Incomplete supplemental questionnaires will not be accepted. **Please type or print responses.** Be sure to print or type your name at the top of this page, sign your name on the space provided at the bottom, and attach the completed questionnaire to your application.

As stated in the examination announcement for this position, a properly completed Supplemental Questionnaire must be submitted with an application. Applications and Supplemental Questionnaires must be in the possession of the Human Resource Services Department by 5:00 p.m. on the Last Day for Filing. Postmarks are not accepted.

Please type or print responses on a separate sheet of 8 1/2" x 11" paper. Be sure to attach this cover sheet and print or type your name at the top of this page, sign your name on the space provided at the bottom. Please limit your responses to one page for each question.

For each question below, please provide the required information including the beginning and ending date of your experience, a detailed response to the question(s) you are responding to, and the name of the employer (please list company, not supervisor's name).

1. Please discuss the most politically sensitive labor relations issue involving a bargaining unit that you have dealt with. Please provide a description of the issue, the action taken, and the final result.
2. Please discuss the most complex and difficult employee relations issue that you have dealt with. Please provide a description of the issue, the action taken, and the final result.
3. The area of disability laws and programs is often complex, confusing, overlapping, and difficult to manage. Please discuss what you have done in your experience to manage these various programs (e.g. workers' compensation, reasonable accommodation, FMLA, CFRA) while 1) educating employees about their rights, and 2) ensuring continued employer compliance.
4. During the final interview, you will be asked to provide work samples to demonstrate your experience within various areas of Human Resources. Please indicate by checking the box selection if your level of experience in the following areas can be described as **limited**, **average**, or **advanced**:

EXPERIENCE AREA			
	LIMITED	AVERAGE	ADVANCED
Recruitment and Selection			
Compensation			
Classification			
Employee Relations			
Labor Relations			
Workers' Compensation			
Equal Employment Opportunity			
Disability Management			



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Signature _____