

The Monarch Fire Protection District is currently seeking qualified applicants to fill the position of Human Resources Director. The Monarch Fire Protection District is a full service career fire, emergency medical services, and rescue organization located in West St. Louis County. The District covers 62 square miles, has five (5) fire stations, training facility and maintenance facility employing 125 personnel.

**Summary:** Plans and administers policies relating to all phases of human resources activity by performing the following duties personally or through subordinate supervisors.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Identifies legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance.
- Studies legislation, arbitration decisions, and collective bargaining contracts to assess industry trends.
- Recruits, interviews, tests, and selects employees to recommend to the Board of Directors for vacant positions.
- Plans and oversees new employee orientation to foster positive attitude toward company goals.
- Oversees the keeping of records for benefits plan participation such as insurance and pension plan, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting.
- Coordinates management training in human resources related functions to include (but not limited to) interviewing, hiring, terminations, promotions, performance review, safety, and sexual harassment.
- Advises management and the Board of Directors in appropriate resolution of employee relations issues.
- Responds to inquiries regarding policies, procedures, and programs.
- Administers performance review program to ensure effectiveness, compliance, and equity within organization.
- Administers salary administration program to ensure compliance and equity within organization.
- Administers benefits programs such as life, health, dental and disability insurances, pension plans, vacation, sick leave, leave of absence, and employee assistance.
- Administers Workers compensation program and acts a liaison between employee, claims adjuster, carrier and medical providers.
- Oversees the investigation of accidents and preparation of reports for insurance carrier(s).
- Conducts wage surveys to determine competitive wage rate.
- Prepares budget of human resources operations.
- Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.
- Prepares reports and recommends procedures to reduce absenteeism and turnover.
- Represents organization at personnel-related hearings and investigations.
- Contracts with outside suppliers to provide employee services.
- Represents the organization in labor negotiations.
- Acts as a liaison with the media for District/Personnel matters as the board dictates.
- Acts as webmaster to maintain current information on District Website.

Salary and benefits commensurate with experience. A current job description and application can be picked up at the Monarch Fire Protection District Headquarters, 13725 Olive Blvd., Chesterfield,

Missouri 63017 Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m. The application process will open on July 2, 2013 and will close at 4:30 p.m. on July 21, 2013. The Monarch Fire Protection District is an equal opportunity employer.