



CIVIL SERVICE CHIEF EXAMINER

WHO WE ARE

Tualatin Valley Fire & Rescue is Oregon's largest fire district and provides fire protection and emergency medical services to more than 530,000 people. Located in one of the fastest growing regions in the state, our service area includes most of Washington County and unincorporated portions of Clackamas, Multnomah, and Yamhill counties.

THE CHIEF EXAMINER

- Serves as the official civil service chief examiner in accordance with the adopted Civil Service Rules and at the direction of the five-member Civil Service Commission;
- Reviews and approves all entrance and promotional exam plans, certifies lists of eligible candidates, and approves the removal of names from the eligible list;
- Acts as the decision-making authority for rule interpretation, exceptions, temporary appointments, appointment extensions, inquiries, and appeals;
- Serves as the investigator for examination appeals in accordance with the adopted Civil Service Rules; and
- Acts as a consultant, as needed, to the District and Commission in areas of civil service laws, rules, and processes.

THE IDEAL CANDIDATE

TVF&R is seeking to contract with an individual, preferably residing within its service area, who is interested in serving the District's Civil Service Commission as chief examiner. The individual will have professional expertise in Oregon civil service laws, merit principles, and personnel administration as well as the required professional experience in the field of human resources, including workplace investigations for success in the role.

The chief examiner must be an approachable collaborator, adept at utilizing a variety of data sources to analyze situations and determine appropriate solutions. The ability to take complex concepts and data, and clearly and succinctly communicate, both verbally and in writing, to all stakeholders within the organization and the Civil Service Commission is critical. The Commission and the District need a consummate relationship-builder with integrity, composure, and trust to effectively influence and inform decision-making. The chief examiner must possess excellent service skills to ensure timely and thorough responses to stakeholders.

QUALIFICATIONS

- Candidate is preferably an elector or property owner within the District's service area.
- Professional expertise in Oregon civil service laws, merit principles, and personnel administration.
- Professional experience in the field of human resources, with a working knowledge of conducting workplace investigations, preferably in a public service agency (i.e. city, county, state, or special district).

COMPENSATION

The chief examiner scope of work outlined above is conducted in the following activities and frequency:

ACTIVITY	FREQUENCY
Commission Meetings and Workshops	8 per year
Emails, Phone Calls, Review of Actions, and Availability	6 to 8 per month

The total annual compensation for these activities is \$1,600 per year, paid out in quarterly installments of \$400. The breakdown of compensation for these activities is:

ACTIVITY	COMPENSATION
Commission Meetings and Workshops	\$50 per meeting/workshop
Emails, Phone Calls, Review of Actions, and Availability	\$100 per month

**Applications will be
accepted through
November 15
Tentative Start Date:
January 12, 2021
Apply at www.tvfr.com**