



LEAVES AND BENEFITS SPECIALIST

WHAT YOU WOULD DO

Tualatin Valley Fire & Rescue provides a unique opportunity to support first responders and provides a meaningful way to contribute to the TVF&R mission. The successful candidate will be part of an inclusive team of human resources professionals focused on the well-being of all District personnel. The specialist consistently provides benefits administration, leaves processing support, and vital information to personnel who serve our communities.

PRIMARY RESPONSIBILITIES

As our ideal leaves and benefits specialist, you can expect to:

- Engage with first responders and support personnel in regard to their injuries and illnesses.
- Compassionately support District personnel through exceptional customer service, communication, and emotional intelligence.
- Effectively multi-tasks on a variety of leaves and benefits responsibilities within established deadlines.
- Professionally engage and interact with process partners, including internal partners, union, and vendors.
- Curiously analyze and identify where issues are occurring, while creatively and proactively coming up with solutions.

The broadly defined essential functions of this position include:

- Processes routine and complex leaves of absence requests, ADA requests, and workers' compensation claims. Responds to questions, assists employees, and coordinates with other departments related to leaves.
- Responds to benefit questions, processes enrollments, meets with new and departing employees, troubleshoots retiree questions and vendor billing, and assists with non-union annual open enrollment.
- Maintains and audits records related to leaves and benefits.
- Assists with special projects supporting Organizational Health.

Apply online at
www.tvfr.com/careers

Applications will be
accepted through:
July 24

However, this posting may close
at anytime and without advance
notice if an acceptable number of
qualified candidates is received.

On-site panel interviews
will begin:
Week of July 11

TVF&R is an equal
opportunity employer
and seeks to attract a
diverse workforce that
reflects the community
we serve in order to
deliver safe, professional,
high-performance service.





QUALIFICATIONS

- Associate degree, preferably in business administration, business management, or related field. Bachelor's degree preferred.
- Four years of experience in a human resources business unit with two and a half years reviewing, tracking, and processing workers' compensation, Family Medical Leave Act, and Americans with Disabilities Act (ADA) accommodation requests.
- Human resources certification (e.g., CEBS, PHR, SHRM-CP, etc.).
- Thorough level knowledge and understanding of applicable local, state, and federal laws rules and regulations related to human resources practices, specifically Oregon Family Leave Act (OFLA), Family Medical Leave Act (FMLA), workers' compensation, and ADA laws.
- Ability to perform the full range of duties, working independently, applying well-developed subject knowledge, and exercising judgement and initiative within established guidelines.
- Advanced knowledge of Outlook, Word, and Excel.

COMPENSATION

The monthly salary range within a step system for this position is \$5,010 – \$6,777 per month. The starting pay assignment, based on a candidate's bona fide factor analysis in accordance with the District's pay equity system and the Oregon Equal Pay Act, will be in the range of \$5,010 – \$6,008 per month. The maximum of \$6,777 can be attained after five years contingent on performance.

WORK LOCATION

Tualatin Valley Fire & Rescue strives to provide exceptional internal and external customer service. To ensure a collaborative and supportive environment with both the public we serve and our coworkers, employees perform their work on-site at the assigned work location. This position is based out of the District's Command and Business Operations Center located at 11945 SW 70th Ave. in Tigard.

WHO WE ARE

Tualatin Valley Fire & Rescue is Oregon's largest fire district and provides fire protection and emergency medical services to more than 542,000 people. We are located in one of the fastest growing regions in the state. Our 390-square-mile service area includes most of Washington County and portions of Clackamas, Multnomah, and Yamhill counties.

For more information and a full job description, visit www.tvfr.com/careers.