WHAT YOU WOULD DO
You can make an impact! This role supports a range of human resources functions as a member of Tualatin Valley Fire & Rescue's Organizational Health team. The position focuses on processing leaves, benefits, accommodations, and HRIS transactions. They will also contribute to a variety of special assignments and projects across HR functions. Reporting to one of two HR managers, this role involves extensive collaboration and internal customer support.

THE IDEAL CANDIDATE
The ideal candidate brings broad experience in a human resources business unit and a passion for learning and growth. They have a strong understanding of HR laws and regulations, and they use this knowledge to make sound decisions that support the organization's goals. They are also compassionate and have excellent communication skills, which allows them to provide thoughtful customer service to employees.

In addition, the ideal candidate is organized and comfortable with technology. They are adept in managing their time effectively and are proficient in using HR software and systems. They possess keen professional discernment and have developed strategies to manage the tension of HR work.

This is a great opportunity for an established HR professional who is looking for a challenging and rewarding role. The successful candidate will be invited to grow and develop their skills while working in a stable and supportive government environment.

WORK LOCATION
TVF&R 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, the employee will perform their work on-site at the Command and Business Operations Center, 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 547,000 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.
QUALIFICATIONS

- Associate degree, preferably in business administration, business management, or related field.
- Three years of experience in a human resources business unit with one year reviewing, tracking, and processing workers’ compensation, FMLA, and ADA accommodation requests and six months providing advanced technical and administrative support to the benefits function.
- Human resources certification (e.g., CEBS, PHR, SHRM-CP, etc.). Knowledge of concepts and principles of general human resources management.
- Thorough 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 Americans with Disabilities Act (ADA) laws.
- Ability to perform the full range of duties, working independently, applying well-developed subject knowledge, and exercising judgment and initiative within established guidelines.
- Intermediate knowledge of Outlook, Word, and Excel; advanced knowledge preferred. Ability to efficiently and effectively learn and manipulate other District computer programs as needed.

COMPENSATION & BENEFITS

The annual salary range within a step system for this position is $68,028 – $92,016. 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, would be no higher than $81,564 per year.

The District offers a competitive benefits package which includes:

- Annual performance-based step increase for eligible employees
- Vacation, sick leave, and personal leave accruals
- 12 paid holidays per year
- Leaves for bereavement, military duty, and jury duty
- Medical, dental, and vision insurance
  - District pays 90% of monthly premiums
  - Employees with existing coverage may opt out of medical and/or dental coverage and receive a monthly stipend
- TVF&R establishes and contributes funds to an HRA VEBA (used to pay for out-of-pocket medical and dental expenses)
- Life insurance/AD&D/LTD (employer paid)
- Retirement plan through Oregon Public Employees Retirement System (PERS)
- Available voluntary deferred compensation (457) plans and matching contribution, based on 457 participation, up to 6% in a 401(a)