

Pace Fire Rescue District

Job Title:	Human Resource Specialist	Job Category:	HR Specialist
Department/Group:	Administration	FLSA Exempt:	No
Location:	Pace, Florida	Travel Required:	No
Level/Salary Range:	\$27.89 hr.- \$38.47 hr. DOQ	Position Type:	Full-Time
HR Contact:	Administration	Date posted:	March 10, 2025
Will Train Applicant(s):	No	Posting Expires:	March 24, 2025
External posting URL:	www.pacefirerescuedistrict.com		
Mandatory Testing:	Drug Testing Required		
Applications Accepted By:			
E-MAIL: info@pacefirerescuedistrict.com Subject Line: HR Associate Application Attention:		MAIL: Pace Fire Rescue District Attn: Fire Chief 4773 Pace Patriot Blvd. Pace, Florida 32571	
Job Description			
<p>Position Summary:</p> <p>This highly responsible position reports directly to the Fire Chief and is responsible for performing professional work in human resources. The Human Resources Specialist plans, oversees, monitors, and administers personnel-related activities, including providing administrative support, maintaining required records, and ensuring compliance with employment laws and district policies. The position involves regular interaction with employees, the public, and leadership to facilitate appropriate managerial decision-making.</p> <p>Minimum Qualifications:</p> <ul style="list-style-type: none"> • High school diploma or GED required. • Associate’s degree in Business Administration, Management, Human Resources, or a related field preferred. • Two (2) years of experience in Human Resources, or an equivalent combination of education and experience. <p>Essential Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Serve as a technical expert for employees, management, and the public regarding district policies, procedures, and employment laws. • Process personnel data, track employee actions, maintain accurate records, and update databases. • Respond to inquiries from employees and the public regarding human resources procedures, programs, and job opportunities. 			

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- Provide advanced administrative support, including preparing correspondence, coordinating meetings, and assembling information packets related to personnel matters.
- Prepare reports and analyze data related to district personnel.
- Maintain and update personnel files in both electronic and paper formats.
- Schedule assessments, training sessions, meetings, and other related activities for employees and applicants.
- Review job postings, applicant information, and classification and compensation data for accuracy and completeness.
- Conduct employee background checks and employment verifications.
- Assist in facilitating new hire orientation.
- Maintain classification plans by preparing or revising job descriptions and specifications.
- Perform recruitment duties, including defining recruitment strategies, screening applications, and attending job fairs to enhance visibility and attract applicants.
- Assist new hires in completing onboarding procedures.
- Monitor the employee performance management system to ensure accuracy and timely completion of appraisals.
- Compile and submit employment data reports to requesting agencies.
- Collaborate with payroll to ensure accurate personnel information is entered into the system and address employee pay-related questions.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities:

- Strong understanding of employment laws, HR best practices, and district policies.
- Proficiency in database management, recordkeeping, and office software (Microsoft Office Suite).
- Ability to provide excellent customer service and maintain confidentiality.
- Strong analytical, problem-solving, and decision-making skills.
- Effective communication and interpersonal skills to interact with employees, leadership, and the public.
- Ability to coordinate and conduct employee training, meetings, and orientations.
- Excellent organizational skills with the ability to manage multiple priorities and meet deadlines.

Work Environment & Physical Requirements:

- Primarily office-based with occasional standing and walking.
- Regular use of a computer and telephone; must be able to sit for extended periods.
- Occasionally required to lift and move up to 15 pounds.
- Reasonable accommodations may be made for individuals with disabilities.

Emergency Management Responsibilities:

As an emergency service worker, this employee may be required to report for duty during emergencies, including hurricanes or disaster situations, and perform essential emergency-related

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duties as assigned. Employment with the Pace Fire Rescue District is At Will.

Applicant must be tobacco-free at the time application and remain tobacco-free throughout employment.