

Menlo Park Fire Protection District

Invites Applications For

Human Resources Manager



District



We are a progressive and dynamic fire district that is headquartered in Menlo Park and located between the three metro cities of San Francisco, San Jose and Oakland. Serving an estimated population of 90,000, the District's coverage area encompasses 29 square miles in the southernmost part of San Mateo County, including the communities of Atherton, Menlo Park, East Palo Alto, and select unincorporated county areas.

Our employees provide first response for residential, commercial, industrial, life sciences, technology and investment sectors via seven strategically located stations. Also located within the District's boundaries is the U.S. Department of Energy's SLAC National Accelerator Laboratory, a Veteran's Hospital, and parts of Stanford University, along with major research and healthcare organizations, such as SRI International and Stanford Hospital. The entire region has experienced relatively rapid growth largely attributable to the increasing presence of technology firms and significant expansion activity by some well-known companies, including Facebook, which is headquartered in Menlo Park.

We are a California Special District, which is an independent government agency with our own tax base and administrative functions (finance and human resources) that is governed by a five-member Board of Directors who are elected at-large to staggered, four-year terms. Our Board of Directors is charged with providing strategic leadership, policy direction, and fiscal oversight. We are organized across seven divisions: Administration, Human Resources and Risk Management, Fire Prevention, Information Technology, Operations, Support Services, and Training.

Our 148 full-time equivalent employees (109 FTE provide direct fire services) work to protect the area's residents, businesses, and visitors through a variety of services and programs, including fire suppression, fire prevention, water rescue, emergency medical services (EMS), arson investigation, public education, and fire and hazardous materials inspections. In addition, we offer the following community programs: Community Emergency Response Teams (CERT) and Cadet and Explorer Programs. The District sponsors California Task Force 3, Urban Search and Rescue (CA-TF3 US&R). The Task Force provides critical emergency response services as one of 28 teams in the country that constitute the National Search and Rescue Response System.

Position

This is a working management classification that oversees, directs, and participates in major activities and programs of the human resources function and is responsible for establishing priorities and directing work for the department. Responsibilities include performing and directing many of the department's day-to-day administrative functions and assisting in short- and long-term planning, development, and administration. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of other District divisions and public agencies.

Candidate

We are seeking a strong leader with a diverse background in public sector human resources. This professional will be an outstanding critical thinker and innovative problem solver who is skilled at anticipating challenges and opportunities to ensure the District is well-prepared for the future. The Human Resources Manager will be able to successfully manage the development and implementation of goals, objectives, and priorities. The candidate will be able to lead, motivate, mentor, train and evaluate assigned personnel. The individual will have a background in labor negotiations, employee relations, benefits, risk management, payroll, classification and compensation.



Qualifications

Any combination of experience and training that provides the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: Seven (7) years of progressively responsible experience in human resources administration and employee relations, including three (3) years of supervisory experience.

Training: A Bachelor's degree from an accredited college or university with major coursework in human resources management, public or business administration, or a related field. Graduate coursework in a related field is preferred



Compensation

- ◆ Competitive Salary – \$173,401-\$225,421 dependent upon qualifications
- ◆ CalPERS retirement - Classic: 2.7% @ 55 / PEPR: 2% @ 62
- ◆ Generous benefit package including up to \$2,703.07/month for cafeteria plan benefits (including medical, vision, employee voluntary life insurance and flexible spending accounts) paid dental reimbursement, LTD, EAP, and \$100K life insurance
- ◆ Post-Employment Health Plan Contribution \$625/month
- ◆ Residency Stipend up to \$250/month

Process

Interested and qualified applicants are invited to submit a cover letter, resume, and job application on line [here](#) no later than **5 p.m. on February 20, 2023**. Interviews are tentatively scheduled for March 1, 2023.

Please direct any questions to:

Menlo Park Fire Protection District

Admin Services Director, Francine Hunt

170 Middlefield Road

Menlo Park, CA 94025

<https://www.menlofire.org>

The Menlo Park Fire Protection District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

