

# RANCHO SANTA FE FIRE PROTECTION DISTRICT



INVITES YOUR INTEREST IN THE POSITION OF

## Administrative-Human Resource Manager

ANNUAL SALARY RANGE

\$97,600 - \$122,000 (FLSA Exempt)

DEADLINE TO APPLY

August 1, 2018, or open until filled

4:30 PM (PST)

Mail applications to:

P.O. Box 410

Rancho Santa Fe, CA 92067-0410

*or delivered in person to 18027 Calle Ambiente Ste 101, Rancho Santa Fe*

Rancho Santa Fe Fire Protection District is an equal opportunity/affirmative action employer.  
This agency supports work force diversity. Women and minorities are encouraged to apply.

Rancho Santa Fe  
Fire Protection District

PO BOX 410  
Rancho Santa Fe, CA 92067

Phone: 858.756.5971  
Fax: 858.756.4799



## THE ORGANIZATION

The Rancho Santa Fe Fire Protection District was formed October 14, 1946 and is organized under the Local Fire District Law of the State of California. The Fire District protects an estimated thirty-eight square miles with a population of approximately 35,000. The Fire District currently operates six fire stations with 59 safety personnel, 4 administrative staff, and 5 staff members in the Fire Prevention Bureau. The current Fire District operating budget of \$16 million is primarily funded through property taxes and a special tax collected by the County. The historic portion of the Fire District consists of primarily estate residential occupancies while the eastern portion of the district is experiencing considerable new growth. The District enjoys a harmonious relationship with the communities served.

### EMPLOYEE BENEFITS

#### Retirement

Membership in Public Employees Retirement System (Cal-PERS), plan determined at time of employment, 2% @ 62 or 2.5% @ 55 to current member of CalPERS.

#### Vacation

10-20 working days annually, based on years of service in District

#### Health Plan

Group medical and dental is provided by the District and pays up to the cap determined in the employees memorandum of understanding

For a complete listing, [click here](#).

## APPLICATION PROCESS

### HOW TO APPLY

All candidates are **required** to fully complete an official Fire District application form, supplemental questionnaire, and submit a resume that outlines their qualifications. *Resumes without application are not accepted.*

Application and supplemental questionnaire may be downloaded from the District's website [www.rsf-fire.org](http://www.rsf-fire.org). Application materials *may also be obtained at the administrative office located at 18027 Calle Ambiente, Rancho Santa Fe, CA. No materials will be faxed or emailed.*

Please mail applications to Tony Michel, Fire Chief, P.O. Box 410, Rancho Santa Fe, CA 92067.

## MISSION AND CORE VALUES

**Mission**—To serve the public through the protection of life, environment and property from fire and other emergencies through prevention, preparedness, education and response.

**Core Values**—We, the members of the Rancho Santa Fe Fire District, declare the following values to be the fundamental principles that define our organization's culture:

*Sense of Duty    Appreciation*

*Pride                    Leadership*

*Teamwork            Family*

### SELECTION PROCEDURE

Applicants must clearly demonstrate through their application materials that they meet EACH of the employment standards outlined above. All properly completed applications will be reviewed and the most appropriately qualified individuals will be invited to continue in the selection process.

### TENTATIVE SELECTION SCHEDULE

*Filing Deadline*

**August 1, 2018**

*The examination process for the position may include any or all of the following components:*

- *Application Review*
- *Structured/Technical Oral Review*
- *Management Team Interview*

WE'RE ON THE WEB

[www.rsf-fire.org](http://www.rsf-fire.org)



## RANCHO SANTA FE FIRE PROTECTION DISTRICT

<b>Job Title:</b>	<b>Administrative/Human Resource Manager</b>	<b>Job Category:</b>	Manager
<b>Department/Group:</b>	Administration		
<b>Location:</b>	18027 Calle Ambiente Rancho Santa Fe, CA 92067	<b>Position Type:</b>	full-time
<b>Level/Salary Range:</b>	\$97,600 - \$122,000	<b>Date posted:</b>	June 29, 2018
<b>HR Contact:</b>	Tony Michel, Fire Chief	<b>Posting Expires:</b>	Open until filled
<b>External posting URL:</b>	<a href="http://www.rsf-fire.org">www.rsf-fire.org</a>		
<b>Applications Accepted By:</b>			
<b>Mail:</b> Tony J. Michel, Fire Chief Rancho Santa Fe Fire Protection District PO Box 410 Rancho Santa Fe, CA 92067-0410		<b>Shipping:</b> Tony J. Michel, Fire Chief Rancho Santa Fe Fire Protection District 18027 Calle Ambiente, Ste 101 Rancho Santa Fe, CA 92067	
<b>Job Description</b>			
<p><b><i>Purpose</i></b></p> <p>The Administrative/Human Resource Manager is directly responsible for the overall administration, coordination, and evaluation of the administrative and human resource function that includes knowledge and experience in employment law, compensation, organizational planning, recruitment, organization development, employee relations, safety, employee engagement, and employee development. In addition, this management position will coordinate and facilitate the administrative and logistical activities of the Fire Chief and Board of Directors.</p> <p><b><i>Skills/Qualifications</i></b></p> <p>The successful candidate must possess the following qualities:</p> <ul style="list-style-type: none"> <li>• Customer Service, Problem Solving, Listening, Phone Skills, Resolving Conflict, Analyzing Information, Multi-tasking</li> <li>• Strong oral/written communications skills; Must have good grammar, ensure accuracy and maintain a professional tone</li> <li>• Strong organizational and interpersonal skills</li> </ul> <p><b><i>Desirable Personal Characteristics</i></b></p> <p>Communicates effectively, customer focused, works well in a team and bring innovation to the team.</p>			



## RANCHO SANTA FE FIRE PROTECTION DISTRICT

### ***Physical Requirements***

Work is performed in a typical office environment with the following characteristics:

- Mobility – frequent use of keyboard; frequent sitting for long periods; intermittent walking or standing; and occasional bending or squatting.
- Lifting – frequently up to 10 pounds, occasionally up to 25 pounds.
- Vision – constant use of overall vision; frequent reading and close-up work; occasional color and depth vision; identification and distinguishing of colors and depth.
- Dexterity – frequent repetitive motion; frequent writing; frequent grasping, holding and reaching.
- Hearing/Talking – frequent hearing and talking, in person and on the phone.  
Emotional/Psychological – frequent decision-making and concentration; frequent problem solving; frequent contact and interaction with public, co-workers, and other professionals; intermittent periods of working alone.
- Environmental – frequent exposure to computer screens and noise

### ***Qualifications Required***

**EDUCATION and EXPERIENCE:** At time of application submittal or filing deadline, candidates for the position must have:

**Education:** Equivalent to a Bachelor's Degree in Human Resources, Public or Business administration or a closely related field from an accredited college or university.

**Experience:** A minimum of five (5) years of progressively responsible human resources experience, with at least two (2) years of which in a supervisory or management role

### ***Work Schedule***

- 40 hours, may be a modified (9/80) workweek with the approval of the Fire Chief.

Administrative/Human Resource Manager  
Salary & Benefits

**FILING**

**DEADLINE:** August 1, 2018 at 4:30 p.m.

**Salary: \$97,600 - \$122,000** annually - *This position is an FLSA Exempt position.*

**Management Benefit Compensation:** Current, 5% of annual salary, with the potential of an additional 5% of annual salary.

**Retirement:** Membership in Public Employees Retirement System (Cal-PERS), plan determined at time of employment, 2% @ 62 or 2.5% @ 55 to current member of CalPERS.

**Vacation:** 10-20 working days annually, based on years of service in District

**Sick Leave:** 8 hours per month. Accumulation of unused sick leave is unlimited. Unused sick leave will be reported to PERS for additional retirement benefits upon retirement.

**Health Plan:** The District provides group medical and dental, and pays up to the cap determined in the Board approved Management Salary and Benefit

**Health Retirement Savings Account:** all employees are required to participate in a District administered Retirement Health Savings Account. A minimum monetary contribution will be made by the District in an amount of \$100 per employee per month. Additional funding options may be available.

**Deferred Compensation:** A deferred compensation plan is available.

**Holidays**

The District annually recognizes 11 holidays.



# RANCHO SANTA FE FIRE PROTECTION DISTRICT

## Employment Application

We consider applicants for all positions without regard to race, color, politics, religion, sex, national origin, ancestry, age, sexual orientation marital or veteran status, presence of a disability, or any other legally protected status. Avoid any reference to the above, or response, which would allude to the above. Qualified individuals with disabilities are responsible for informing the Authority at least seven (7) days prior to the final filing date if assistance is needed in completing this application. Resumes may be attached, but they will not be accepted in lieu of this application. Complete the application in its entirety. Omissions may result in a delay or disqualification. Please return application to:

**Rancho Santa Fe Fire Protection District, Attn: Personnel, P.O. Box 410, Rancho Santa Fe, CA 92067-0410**

**POSITION APPLYING FOR:** \_\_\_\_\_

PERSONAL INFORMATION			
NAME (Last)	NAME (First)	NAME (Middle)	
ADDRESS (Street)	(City)	(State)	(Zip + 4)
EMAIL ADDRESS	18 years of age or over? YES <input type="checkbox"/> NO <input type="checkbox"/>		
TELEPHONE (Home)	TELEPHONE (daytime)		
SOCIAL SECURITY NO. (To obtain certain education and/or training records)			
DRIVER'S LICENSE NO.	STATE	EXPIRATION	

PLEASE ANSWER THE FOLLOWING QUESTIONS		*YES	NO
1. Have you ever been employed by Rancho Santa Fe Fire Protection District?		<input type="checkbox"/>	<input type="checkbox"/>
* If YES, please explain:			
2. Are you related to any employee of Rancho Santa Fe Fire Protection District?		<input type="checkbox"/>	<input type="checkbox"/>
* If YES, please explain:			
3. Are you able to perform the job-related functions of the position you are applying for?		<input type="checkbox"/>	<input type="checkbox"/>
* If NO, please explain:			
4. Have you ever been denied permanent employment, discharged, or forced to resign from any position?		<input type="checkbox"/>	<input type="checkbox"/>
* If YES, please explain:			
5. If hired, can you show verification of your legal right to work in the United States of America?		<input type="checkbox"/>	<input type="checkbox"/>
* If YES, please explain:			

NAME (Last):

EDUCATION AND TRAINING																		
HIGHEST GRADE COMPLETED								DID YOU GRADUATE?										
High School				College				Graduate										
1		2		3		4		1		2		3		4		YES	NO	GED
1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME AND LOCATION OF HIGH SCHOOL:																		
NAME AND LOCATION OF COLLEGE, BUSINESS OR TRADE SCHOOL				DATES FROM: TO:		GRADUATE YES NO		UNITS SEM / QTR		DEGREE / MAJOR RECEIVED								
1.						<input type="checkbox"/> <input type="checkbox"/>												
2.						<input type="checkbox"/> <input type="checkbox"/>												
3.						<input type="checkbox"/> <input type="checkbox"/>												
4.						<input type="checkbox"/> <input type="checkbox"/>												

Do you speak, read or write any language other than English, which may be beneficial to the position for which you are applying?

YES  NO  If yes, what language(s):

**THIS SECTION MUST BE COMPLETED EVEN IF YOU ARE ATTACHING A RESUME**

List **ALL jobs** you have held in the last **10 years** beginning with your present or most recent employment.  
Include active military service, if any, but do not include reason(s) for cessation of military service if applicable.

EXPERIENCE									
EMPLOYMENT DATE From: To:					EMPLOYER				
ADDRESS									
HOURS WEEKLY			TITLE				REASON FOR LEAVING		
DUTIES									
SUPERVISOR'S NAME					EMPLOYER'S PHONE NUMBER			May we contact your employer? Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe Later <input type="checkbox"/>	
EMPLOYMENT DATE From: To:					EMPLOYER				
ADDRESS									
HOURS WEEKLY			TITLE				REASON FOR LEAVING		
DUTIES									
SUPERVISOR'S NAME					EMPLOYER'S PHONE NUMBER			May we contact your employer? Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe Later <input type="checkbox"/>	

NAME (Last):

EXPERIENCE (continued)		
EMPLOYMENT DATE From: _____ To: _____		EMPLOYER
ADDRESS		
HOURS WEEKLY	TITLE	REASON FOR LEAVING
DUTIES		
SUPERVISOR'S NAME	EMPLOYER'S PHONE NUMBER	May we contact your employer? Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe Later <input type="checkbox"/>
EMPLOYMENT DATE From: _____ To: _____		
ADDRESS		
HOURS WEEKLY	TITLE	REASON FOR LEAVING
DUTIES		
SUPERVISOR'S NAME	EMPLOYER'S PHONE NUMBER	May we contact your employer? Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe Later <input type="checkbox"/>

### CERTIFICATE OF APPLICANT

All answers and statements in this application are true and complete to the best of my knowledge and belief. I understand that untruthful or misleading answers are cause for rejection of this application, removal of name from an eligible list, or dismissal from employment.

I certify that I have read and meet the specific requirements listed on the announcement for this position. I understand that I may be requested to submit proof of qualifications at a later date. If upon checking these, you determine that I do not meet specific requirements, I understand that I will be disqualified.

Rancho Santa Fe Fire Protection District advises all applicants that the District is obligated, per the Immigration Reform and Control Act of 1986, to verify eligibility for employment in the United States. Any offer of employment will be contingent upon the employee being authorized to work in the United States and upon the employee providing appropriate documentation verifying eligibility.

In order that the District may verify the accuracy of the information contained in my application, I hereby authorize any former employer, its employees and representatives, or any person listed as a reference to provide any and all information they deem appropriate regarding my employment, job performance, references, education or training, and criminal history, including a right to obtain any criminal history information. This information may be provided either verbally or in writing. In addition to authorizing the release of any information regarding my employment, I hereby fully waive any rights or claims I have or may have against any former employer, its employees and representatives, or any person listed as a reference, and release any former employer, its employees and representatives, former educational institution, or any person listed as a reference from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of such information by any person or party, whether such information is favorable or unfavorable to me.

I am aware that fingerprinting may be required before or after employment. In addition, I am aware that after an offer of employment has been extended, I may be required to submit to a psychological and/or medical examination, which includes a drug and/or alcohol analysis. I also understand that failure to submit to or satisfactorily complete this examination may result in any offer of employment being withdrawn.

I understand that this application is not a contract of employment.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

**Rancho Santa Fe Fire Protection District is an Equal Opportunity Employer**



Administrative/Human Resource Manager  
Supplemental Questionnaire

1. Describe your experience and knowledge, if any, working with a governing body including the Brown Act.
2. In reviewing the District's Core Value's (Sense of Duty, Pride, Teamwork, Appreciation, Leadership and Family), describe two values that appeal to you and why?
3. Describe the responsibilities the Human Resource Manager has to the employees.
4. Please describe your skills in planning, organizing, supervising, reviewing, and evaluating the work of professional and technical staff.
5. Describe a major project you initiated and accomplished that improved your work function and/or how it improved efficiencies for your employer.
6. Briefly describe your experience in working with executives, management, and/or public officials.

**This questionnaire is due at the same time and manner as your application.**