



## **Baltimore City Fire Department DIRECTOR OF HUMAN RESOURCES**

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The Baltimore City Fire Department (the “Department”) is seeking a dynamic, proactive and experienced Human Resources professional to direct and oversee the programs and activities of the Department’s HR Section. The Human Resources Director is responsible for the overall administration, coordination and evaluation of the human resources function, including but not limited to: labor and employee relations; compensation and benefits; employee health and wellness; policy development and implementation; HR legal compliance; leave administration; Equal Employment Opportunity (EEO) and diversity programs; employee training; recruitment; employee data and records management; and performance management.

### **RESPONSIBILITIES**

The Human Resources Director provides leadership and supervision for the Fire Department’s Human Resources Section and serves as a trusted partner and advisor to the Department’s leadership team and staff across the organization. The HR Director is responsible for driving the successful integration of the Department’s various operational units into one streamlined Human Resources function. The Director’s responsibilities include, but are not limited to:

- Managing the daily operations of the Department’s Human Resources Section by providing expert HR direction and support to an agency comprised of approximately 1,800 public safety and civilian personnel.
- Strategic HR planning and program implementation in all functional areas, including: labor relations; employee relations; succession and workforce planning; leadership development; compensation; benefits; leave; EEO and diversity; employee health and wellness; policy and procedure administration; HR legal compliance; training; recruitment; and performance management.
- Partnering with Departmental leadership and management and other City agencies to develop and implement organizational human resources strategies that are aligned with the goals and values of the Department.
- Developing, drafting and recommending new/revised HR policies, programs and procedures to ensure operational efficiency and compliance with legal standards and HR best practices.
- Providing leadership and guidance to ensure consistent interpretation, application and compliance with HR-related policies, laws and regulations.
- Actively guiding managers and supervisors in the handling of complex personnel matters, including performance management, employee work issues and leave administration.
- Developing and maintaining effective and efficient leave management programs and practices, including FMLA, workers’ compensation and military leaves.
- Monitoring industry trends and legal developments and initiating appropriate operational responses to ensure compliance and efficiency.
- Developing and delivering high-quality HR-related training and guidance to Department managers and employees.
- Maintaining effective and secure employee data and recordkeeping systems.
- Developing and maintaining subject matter expertise in the City’s and the Department’s rules, regulations, policies and procedures that relate to HR functions.

- Managing the Americans with Disabilities Act accommodations process.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Expert knowledge of management and human resources best principles and practices, including a sound working knowledge of all HR functional areas.
- Expert knowledge of local, state and federal employment laws.
- Ability to deploy effective conflict resolution strategies and techniques.
- Ability to formulate and implement effective HR-related policies, procedures and programs to achieve organizational objectives.
- Ability to communicate effectively both orally and in writing.
- Excellent presentation skills and the ability to deliver effective presentations/training to diverse audiences.
- Ability to influence, gain trust and maintain effective working relationships with staff at all levels and across City government.
- Ability to multitask and work autonomously in a fast-paced, flexible environment.
- Demonstrated ability to lead and develop staff members.
- Personal integrity, discretion and sound judgment.
- Ability to operate with a high level of awareness and maintain confidentiality in sensitive situations.

## **REQUIRED EDUCATION AND EXPERIENCE**

- A Bachelor's degree in Business Administration, Public Administration, Management, or related field from an accredited college or university and 10 years of progressively-increasing responsibilities including 4 years of supervisory experience is required. Or an equivalent combination of education and experience.
- Professional of Human Resources (PHR) or Senior Professional of Human Resources (SPHR) certification required, except candidates who possess a Juris Doctor (JD) degree and practice experience in the field of labor and employment law. Experience with human resources administration in a public safety environment highly desired.

## **COMPENSATION**

This career opportunity offers a comprehensive benefits package with a salary range of \$79,152-\$126,582. Individuals under final consideration for appointment will be required to successfully complete the City's pre-employment process.

Qualified candidates should submit a letter of interest and resume [fire.recruiting@baltimorecity.gov](mailto:fire.recruiting@baltimorecity.gov). Please use **HR Director** as the subject.

The Director of Human Resources position is a non-Civil Service position, and serves at the pleasure of the Chief of the Fire Department.

*The Baltimore City Fire Department is an Equal Employment Opportunity Employer*