



The Sonoma County Fire District is now actively seeking its first

HUMAN RESOURCES MANAGER

**Salary: \$137,389 - \$152,232 Annually
Including a Great Benefits Package**

**DEADLINE TO APPLY
SUNDAY, NOVEMBER 23, 2025, AT 11:59 PM**



www.sonomacountyfd.org



(707) 838-1170



8200 Old Redwood Hwy, Windsor CA 95492



THE COMMUNITY

Located less than an hour's drive north of San Francisco, Sonoma County enjoys the world-class culture of the San Francisco Bay Area, while still maintaining its agricultural heritage and rustic charm. Its award-winning wineries, miles hiking trails, towering redwoods, and the Pacific coastline are ideal places to live and work. Sonoma County enjoys more affordable housing costs and a more competitive cost-of-living compared to the rest of the San Francisco Bay Area.

THE DISTRICT

The Sonoma County Fire District (SCFD) is a leader in all-risk Fire-EMS services. The District encompasses an area of more than 436 square miles. With over 100 SCFD members, they respond to approximately 13,000 calls for service out of 11 fire stations. It contains an approximate population of 100,000, which increases to well over 150,000 with visitors due to the high volume of tourism. The staff of SCFD serve our communities with honesty, integrity, respect, and a commitment to excellence. Customer care and community involvement is our culture. The District encompasses cities, suburbs, and small towns. As well as the Russian River, Sonoma Coastline, a growing regional airport, commuter train, wineries, and one of the state's largest casinos.



MISSION

To compassionately care for the safety of our communities and our visitors through progressive professional emergency preparedness and response.

THE POSITION

The Sonoma County Fire District is seeking an experienced and knowledgeable human resources professional who is collaborative and compassionate, works with considerable independence, and has strong leadership skills. The Human Resources Manager is a confidential management position that performs complex and varied technical, professional, and sensitive work required to administer human resources programs, including recruitment, staffing assessments, classification, compensation, benefits administration, workers' compensation, risk analysis, disability and leave management, training and development, and employee and labor relations. The successful candidate will provide strategic consultation to the Fire Chief and Chief Officers related to all aspects of human resources programs and activities, and perform related work as required. The selected candidate will supervise assigned professional, paraprofessional, technical, and clerical staff.

This position is exempt from the overtime regulations of the Fair Labor Standards Act (FLSA) and is an "at will" classification serving under the direction of the Deputy Fire Chief of Administration or another executive team member in their absence.

THE IDEAL CANDIDATE

The ideal candidate will:

- Provide leadership that inspires and encourages others to deliver their best performance.
- Represent the District professionally at meetings, community events, and board meetings.
- Develop and maintain cooperative working relationships and be a team player to reach common goals.
- Have the ability to remain current on issues, laws, regulations, and trends in human resources, employee development, evaluation, performance management, organizational development, leave management, pay and benefit administration, classification, and staffing matters.
- Effectively and professionally communicate with an ability to understand and speak to the concerns of others.
- Exercise sound professional judgment in recognizing and handling politically sensitive issues of public interest.
- Demonstrate exceptional organization, time management, communication, writing and interpersonal skills.
- Be reliable and adaptable in a fast-paced environment.
- Serve with integrity and show compassion and respect for all.

QUALIFICATIONS

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

Education and Training: Equivalent to graduation from an accredited four-year college or university with major coursework in human resources management, business, or public administration, or a related field.

Required: Additional training in the Federal Labor Standards Act (FLSA) as it relates to fire organizations, fire service scheduling and compensation, and the Firefighter Bill of Rights.

Experience: A minimum of three (3) years of professional experience in human resources administration and management working in a safety, public safety, school district, or utility is desired.

Preferred: Professional experience with a fire district.

Desired: Experience with staffing, timekeeping, compensation, and classification systems for public entities and staffing and timekeeping as they relate to federal and state grant administration and reporting.

License and Certifications:

- *Required:* A Certification as a Human Resources Professional from a professional human resources organization such as The Human Resources Certification Institute (HRCI), the Society of Human Resources Management (SHRM), the Public Sector Human Resources Association (PSHRA), or other similarly recognized organization.
- Possession of a valid California Driver's License or the ability to convey oneself to and from multiple geographic locations daily, and on time.
- *Preferred:* A Senior Human Resources Certification from the Human Resources Certification Institute (HRCI), the Society of Human Resources Management (SHRM), or the Public Sector Human Resources Association (PSHRA)





COMPENSATION AND BENEFITS

The starting salary will be commensurate with the experience, qualifications, and skills of the successful candidate and within the range of \$137,389 - \$152,232 annually.

SCFD offers an excellent comprehensive benefits package that includes:

- **Work schedule:** 40-hour workweek in the office, options of 5, 8-hour or 4/10 work days.
- **Employment Status:** The Human Resources Manager is an at-will exempt position.
- **Health benefits:** Monthly Max: EE only - \$1,188, EE+1 - \$1,976, EE+2 or more - \$2,445, or in lieu of, \$500 per month.
- **Dental insurance:** The District pays up to \$153 of the premium.
- **Vision:** The District pays the full cost of vision coverage for employee and eligible dependents up to \$9.00 of the actual premium.
- **Retirement:** CALPERS - Classic Misc 2.7% @55 plan (EE 8%), PEPRA Misc 2% @ 62 plan (EE 7.75%).
- **Long-Term Disability:** 100% District paid.
- **Life Insurance:** 100% District paid. Employees may choose higher coverage at the expense of the employee for the difference.
- **Training, Education, and Tuition:** Up to a maximum of \$600 each Fiscal Year.
- **Sick Leave:** 10 hours per month.
- **Vacation:** 1-3yrs = 80 hrs, 4-7yrs = 120 hrs, 8-11yrs = 160 hrs, 12-15yrs = 200 hrs, 16yrs+ = 240 hrs.
- **Holidays:** 13 paid holidays per year.
- **Alternative Leave:** 60 hours of alternative leave per calendar year.
- **Uniform/ apparel:** The Human Resources Manager will be provided with District apparel and is expected to dress in professional business casual.
- **Deferred Compensation Plan:** Up to \$300 match per month to the PERS 457 plan.



HONESTY ~ RESPECT ~ INTEGRITY

SELECTION PROCESS

Application materials will be reviewed in detail to identify the most qualified candidates to move forward to the next phase of the recruitment process. The most qualified will be invited to a series of selection activities, which may include a practical exam, oral board panel interview, and department interview(s). Practical exams may include, but are not limited to, a software skills test, essay, or a written or multiple-choice scenario exam. Those who score the highest on the preceding exams will advance to the next phase of the recruitment process.



HOW TO APPLY

To be considered for this exciting opportunity, candidates should apply by sending their current resume and letter of interest to hrmanager@sonomacountyfd.org
Or scan the QR code below.

Deadline to apply:

Sunday, November 23, 2025, 11:59 PM

Documents should be in PDF or Word format. All materials must be included to be considered as a candidate.

Candidates with a disability who may require special assistance in any phase of the recruitment process or additional inquiries about the position may be directed to Danielle Oliveira from Muchmore Than Consulting at danielle@muchmorethanconsulting.org. The Sonoma County Fire District is not responsible for the failure of internet forms or email in submitting your application materials.



Recruitment Services
Provided by:



**SONOMA COUNTY FIRE DISTRICT IS
AN EQUAL OPPORTUNITY EMPLOYER**