



JOB DESCRIPTION

JOB TITLE:	Human Resources Director	FLSA:	Exempt
DEPARTMENT:	Human Resources	GRADE:	D2
REPORTS TO:	Comptroller	DATE:	10/06/2016

SUMMARY OF JOB PURPOSE:

Responsible for planning, organizing and directing all activities and staff related to the County's Human Resources Department; provides support to County management, fire districts, pool boards, WNRYS and the Silver Springs Stagecoach Hospital District advising on employee relations issues, payroll issues, classification and compensation plans, labor relations, labor law compliance, policy and procedure compliance, benefits administration, unemployment, workers compensation, safety and training.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Manages and directs the activities of assigned staff; coordinates, prioritizes and assigns tasks and projects; tracks and reviews work progress and activities; directs the recruitment and selection of staff; undertakes disciplinary action as required; conducts performance evaluations.
- Develops and implements goals, objectives, policies, procedures and work standards for the department; prepares and administers the department's budget.
- Confers with County management regarding benefit programs/administration/negotiation, policies, procedures and major personnel matters.
- Provides direction to supervisory and management staff in the major disciplines of recruitment, selection, and job analysis for regular and temporary County staff; classification and compensation activities; employee assistance and wellness programs; employee development and training activities.
- Develops, implements and conducts training and leadership development.
- Develops and maintains a human resources system of record for ATS, Onboarding, Certifications/Training, Performance Management, Benefits Administration and Worker's Compensation.
- Oversees procedures for the evaluation of employee performance.
- Administers employee relations programs, including the administration, interpretation and implementation of agreements with County employee organizations and procedures for grievance and dispute resolution.
- Administers the County's affirmative action/equal opportunity program for protected groups.
- Provides for and oversees the provision of various personnel services to other public agencies on a contractual basis.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



HUMAN RESOURCES DIRECTOR

ESSENTIAL FUNCTIONS: (continued)

- Interprets County policies and procedures; provides professional expertise and assistance to management staff in the handling of personnel related issues.
- Directs the conduct of analytical studies; develops and reviews reports of findings, alternatives and recommendations.
- Represents the County in meetings with representatives of governmental agencies, professional and business organizations, employee organizations, and the public; makes presentations to County Management, the Board of Commissioners and others.
- Monitors developments and legislation related to personnel matters, evaluates their impact upon County operations and recommends and implements policy and procedural improvements. Maintains agency compliance with federal, state and local laws.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures and other written materials.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's degree in human resources, business administration, or a related field; AND five (5) years of professional human resources operations experience at a management level; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- County, state, and federal laws, statutes, ordinances related to human resources programs and activities.
- Principles and practices of human resources program development and service delivery.
- Principles, practices and techniques of public human resources administration, including recruitment and selection, job analysis, classification and compensation administration, employee relations.
- Principles and practices of budget development and administration.

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HUMAN RESOURCES DIRECTOR

Knowledge of: (continued)

- Computer applications related to the work.
- Records management principles and practices.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, occasionally where relations may be confrontational or strained.
- Principles and techniques of making effective oral presentations.
- Communicating effectively in oral and written forms.

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Planning, organizing and administering a comprehensive human resources program.
- Developing and implementing goals, objectives, procedures and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Planning, organizing and administering comprehensive human resources programs.
- Interpreting, applying and explaining complex federal, state and local laws related to the areas of responsibility.
- Preparing clear and concise reports, correspondence and other written materials.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.
- Making effective oral presentations to large and small groups.
- Using initiative and independent judgment within general policy guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Nevada Driver's License
- PHR or SPHR certification
- CNC/NCIC Certification within 6 months of hire



HUMAN RESOURCES DIRECTOR

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone.