

**HUMAN RESOURCES DIRECTOR
(Range 138)**

DEFINITION

As an Executive Council Member, plans, organizes and directs District Human Resources including employee and labor relations (union negotiations), recruitment, compensation, HRIS, benefits, and training; and provides professional assistance to District management staff in all aspects of human resources.

SUPERVISION RECEIVED AND EXERCISED

This is a contract position that serves at the pleasure of the Executive Director.

Exercises general supervision over the Human Resources Department staff.

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.

- Develops and directs the implementation of objectives, policies, procedures and work standards for the department.
- Directs the preparation and administration of the Department's budget.
- Plans, organizes, administers, reviews, and evaluates goals and activities of professional, technical, and office support staff directly and through managers.
- Provides direction to Department staff in the major disciplines of recruitment and job analysis; classification and compensation; employee assistance and wellness programs; benefits; and employee development and training.
- Oversees procedures for the evaluation of employee performance.
- Administers employee relations programs, including the negotiation, administration, interpretation, and implementation of agreements with employee organizations and procedures for grievance and dispute resolution.
- Selects assigned staff and provides for their training and professional development; interprets District policies and procedures; and ensures effective morale, productivity, and discipline of Human Resources staff.
- Provides professional expertise and assistance to management staff in the handling of human resources related issues.
- Ensures District compliance with local, state and federal laws and regulations.
- Resolves a variety of issues and conflicts including disciplinary actions, compliance, and program administration.
- Promotes and supports the overall mission of the District by demonstrating courteous and cooperative behavior when interacting with public and staff; and acts in a manner that promotes a harmonious and effective workplace environment.
- Attends hearings, Board meetings, and conferences to present recommendations, answer inquiries, and represent Human Resources.
- Uses standard office equipment, including a computer, in the course of the work; and drives a motor vehicle to attend off-site meetings.
- 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 work team.

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- Directs the conduct of analytical studies; and develops and reviews reports of findings, alternatives, and recommendations.
- Maintains current employment regulations, industry trends, current practices, new developments, applicable laws, and employment legislation.

KNOWLEDGE AND SKILLS

Knowledge of:

- Department and District policies, procedures, and collective bargaining agreements.
- Concepts, principles, and procedures of human resources administration.
- Program planning, development, and evaluation.
- Administrative HR principles and practices, including goal setting, program development, implementation, and evaluation; and the management of employees through multiple levels of supervision.
- Develop and lead teams, motivate employees, and manage in a team environment.
- Budget development and administration.
- Applicable laws, codes, and regulations.
- Records management.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic, and cultural backgrounds.
- Working knowledge of Microsoft Suite.

Skilled in:

- Planning, organizing, and administering a comprehensive and various human resources functions.
- Leading programs and staff directly and through subordinate supervision.
- Developing and implementing goals, objectives, policies, procedures, and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives.
- Performing professional-level human resources duties in a variety of assigned areas.
- Maintaining accurate records and files.
- Providing direction to supervisors and managers.
- Preparing clear and concise reports, correspondence, and other written materials.
- Using initiative and independent judgment within established procedural guidelines.
- Making effective oral presentations to large and small groups.
- Establishing and maintaining effective working relationships.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required; and individual must possess and demonstrate subject matter expertise in all areas of HR competencies.

Education and Experience:

- Bachelor's Degree required.
- Master's Degree preferred.
- Eight (8) years of consecutive managerial experience over a centralized Human Resources Department.

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Required Certificates, Licenses, and Registrations:

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

- Ability to obtain and sustain a Nevada Driver's License.
- SHRM Certification preferred.

Physical Requirements:

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 an office setting, use standard office equipment and stamina to sit and stand for extended periods of time; strength to lift and carry up to 10 pounds; vision to read printed materials and computer screens; and hearing and speech to communicate in person or over the phone.

WORKING ENVIRONMENT:

Work is performed in an office setting.

FLSA:	EXEMPT
CBA:	NONE
DEVELOPED:	JULY 1, 1995
REVISED:	DECEMBER 1, 1997
	JUNE 4, 1998
	JANUARY 5, 2000
	OCTOBER 1, 2001
	APRIL 14, 2008
	JUNE 9, 2008
	APRIL 11, 2015
	FEBRUARY 28, 2020