



CLASS SPECIFICATION

Class Code: 60000508
Date Established: 08/1974
Last Reviewed: 01/2026
Last Revised: 01/2026
Last Title Change: 01/2026
FLSA: exempt
Probation: 12 months

HUMAN RESOURCES BUSINESS PARTNER II

DEFINITION

Under direction, performs advanced technical and analytical journey level work in public human resources management; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Two years of full-time professional experience in a public or private human resources program AND a bachelor's degree from an accredited college or university with a major in business administration, public administration, human resources, or a closely related field; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment and must be maintained for continued employment in this classification.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class in the Human Resources Business Partner series. It is distinguished from the Human Resources Business Partner I by its ability to complete assignments independently. An incumbent receives little supervision in performing analytical work in the areas of classification, compensation, recruitment, examination, and employee relations.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES (*The following is used as a partial description and is not restrictive as to duties required.*)

Develop plans to meet current and future recruitment and selection needs by conferring with management on appropriate strategies to meet specific requirements and timelines.

Conduct local, regional, and national recruitments by drafting job announcements and advertisements; determine appropriate markets for qualified applicants; use outreach efforts to attract skilled candidates for employment.

Evaluate applications for employment by applying education and experience requirements to applicant qualifications to determine eligibility for competing in specific examinations; notify applicants of eligibility for examination and resolve appeals of eligibility determinations.

Construct written, oral, performance or other examination and selection instruments, working with subject matter experts and conducting job analyses to determine appropriate selection factors and testing processes; research information and write examination questions, assessment center exercises, oral exam questions, performance tests, and other selection exercises to be used in candidate evaluation.

Conduct employee investigations pertaining to Title VII complaints; participate in more complex investigations or when the supervisor has no previous investigative experience.

Provide employee relations consultation and support to departments, supervisors, and managers on complex workplace matters, including performance management, corrective and disciplinary actions, workplace conduct concerns, and conflict resolution.

Lead and participate in the Americans with Disabilities Act (ADA) interactive process, including conducting interactive meetings, reviewing medical documentation, evaluating accommodation requests, coordinating with departments and legal counsel as needed, and ensuring timely, well-documented, and compliant outcomes.

Prepare clear, defensible documentation and summaries related to employee relations actions, investigations, and ADA determinations for use by department leadership, Human Resources management, legal counsel, and external review entities.

Evaluate examination scores and accompanying statistical examination and item analysis, determining the reliability of the examination process in order to recommend a qualifying passpoint.

Review classification requests for new or existing positions; compile information about job duties and responsibilities; analyze gathered information against classification factors to make recommendations for appropriate classification; conduct classification and compensation studies.

Create or revise class specifications, which describe essential duties, responsibilities, knowledge, skills, abilities, physical demands, and minimum qualifications through analytical review of position description questionnaires and other information provided by the relevant department for classification, recruitment, and examination purposes.

Work with Human Resources management as necessary to strategize succession planning to assist managers in identifying and developing future leaders.

Conduct or participate in specialized presentations and training classes in accordance with County strategic needs and established time frames to update and maintain employee knowledge, skills, and abilities, and enhance job performance.

Serve as information resource on County human resources policies, practices, and procedures, responding to inquiries on the telephone and in person; interpret and apply human resource rules, procedures, and provisions of collective bargaining agreements to resolve human resource problems, grievances and complaints.

May provide staff support to Human Resources management during the collective bargaining process by researching and compiling information on salaries, human resources practices, and related issues.

Conduct special projects, assignments, and activities, performing specialized research on human resource issues to include writing reports which present and interpret data, identifying alternatives, and making and justifying recommendations; assist in researching and drafting new and existing County policies.

May act as a technical lead for Human Resources Business Partner I's and Trainees to include training and development, establishment of work procedures, and input into performance evaluations.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance (*These may be acquired on the job and are needed to perform the work assigned.*)

Knowledge of:

Department/division policies and procedures.

Organizational structure of Washoe County as it relates to programs, activities, and functions of assigned area(s).

Federal, state, and local laws, statutes, codes, regulations and standards pertaining to County human resources management, including the Washoe County Personnel Handbook and collective bargaining agreements.

Washoe County's classification and compensation plans.

Computer software specific to the department/division.

Ability to:

Effectively represent human resources programs, operations, and functions of the County to county staff, management, elected officials, the public, community organizations and other agencies.

Understand the organization and operations of the County and outside agencies as necessary to assume assigned responsibilities.

Entry Level (*Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.*)

Knowledge of:

Principles and practices of management and organization as applied to human resources administration.

Federal and state laws pertaining to human resources management such as Title VII of the Civil Rights Act, Fair Labor Standards Act, Americans with Disabilities Act, Family and Medical Leave Act and Equal Employment Opportunity.

Principles and practices of human resources management including recruitment, selection, classification, and compensation.

Principles and practices of employee relations to include investigative practices.

Test construction, validation and scoring.

Microsoft Office Suite and a variety of computer software.

Ability to:

Analyze information, project consequences of proposed actions, formulate alternative solutions and provide appropriate responses or recommendations.

Accurately interpret, apply, and explain pertinent laws, statutes, codes, regulations, and standards, including administrative policies and procedures.

Write correspondence, administrative summaries, reports, and other documents to address the desired audience, in a clear, concise manner using correct grammar and word usage.

Act with honesty and integrity; exercise appropriate discretion and maintain confidentiality of information.

Remain polite, tactful, diplomatic and provide a high degree of customer service.

Conduct effective employee investigations, address employee issues and make recommendations on discipline while remaining neutral and exercising discretion and confidentiality.

Communicate clearly and concisely, both orally and in writing, tailoring the message to the intended audience.

Establish, foster, and maintain effective and collaborative working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a professional office environment. Ability to use office equipment including computers, telephones, calculators, copiers, and fax machines. Ability to lift and carry objects weighing up to 25 lbs. Ability to occasionally work outdoors.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.