



CLASS SPECIFICATION

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FLSA: exempt
Probation: 12 months

HUMAN RESOURCES MANAGER – EMPLOYEE SERVICES

DEFINITION

Under general direction, performs a variety of high level sensitive and in-depth analytical technical work in human resources management and labor relations; serves as the business process owner of the Human Resources Information System (HRIS); oversees employee relations, employee performance management and the centralized countywide Human Resources/Payroll employee programs; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Five years of full-time progressively responsible professional human resources experience including employee and labor relations and working with programs governed by state and federal regulations with at least two of those years acting in a supervisory/management capacity; AND a bachelor's degree from an accredited college or university with a major in human resources management or a closely related field OR any equivalent combination of experience, education and training.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

SUPERVISION EXERCISED

Exercises direct supervision.

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

Perform a wide variety of high level, complex professional human resource/personnel work; gather and analyze trends and data; develop, recommend, and implement new or revised human resources policies, work methods, programs, goals and objectives.

Plan, administer and serve as a primary information resource for the employee and labor relations program; participate in collective bargaining assessment, strategy and preparation; identify issues for inclusion in the County proposal; conduct data analysis to determine and support County bargaining positions; participate in bargaining planning sessions and provides support to the County's designated negotiator during the collective bargaining process by researching and compiling information on salaries, human resources practices and related issues; prepare and critique contract proposals, provide input to and seek guidelines from County management relating to cost and impact of contract proposals and implement negotiated pay related changes in the human resources system.

Oversee and manage the day-to-day administration of activities related to Washoe County's pay administration, compensation and employee personnel records to ensure accurate and current data is maintained at all times.

Maintain contact with all county departments and offices to determine changing personnel needs and problems, coordinate assigned divisions' services with departments and offices, and provide advice and counsel to departments in a variety of human resource areas including contract interpretations, employee relations, labor relations, performance management, American Disabilities Act and Family and Medical Leave Act.

Coordinate, investigate and respond to charges of discrimination, harassment and sexual harassment, and assist the District Attorney's Office in representing Washoe County before the Equal Employment Opportunity Commission and/or Nevada Equal Rights Commission.

Provide guidance, recommendations and advice to management and employees related to investigation of disciplinary actions, employee grievance and relations. Interpret and apply federal and state laws, county code, human resources policies and procedures and provisions of collective bargaining agreements to resolve problems, grievances and complaints.

Supervise assigned staff including staff selection, training, work assignment and review, coaching and development, performance evaluation, and discipline and conflict resolution; plan and allocate available staff resources among the assigned areas based on service delivery priorities.

Maintain the integrity and reliability of the integrated human resources system; make recommendations for modification to programs as needed; work collaboratively with technology services and other subject matter experts to continually update, implement and test configuration changes and upgrades making sure this information is accessible and reliable for county-wide users; serve as technical point-of-contact for the department and participate in user group meetings; and troubleshoot system errors.

Develop user procedures, guidelines and documentation on SAP and human resources-related processes and functionality.

Apply knowledge of HRIS and data in extracting and analyzing current, historical and forecasted data to develop databases, prepare reports and formulate recommendations regarding specialized human resources activities.

Develop and manage assigned budgets; project and justify program needs for equipment, supplies and staffing.

Attend meetings and serve on various committees as a representative of the Human Resources Department.

Maintain accurate records and files and job documentation for historical reference to ensure continuity with past practice, intent, and contract provisions.

Conduct and facilitate complex and diverse projects including extensive/long-term projects requiring advanced research and analytical skills; develop action plans and communication strategies in order to meet service goals and objectives and foster positive change management.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

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

Knowledge of:

Departmental/divisional policies and procedures.

Nevada Revised Statute Chapter 288 and 289.

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

Federal laws pertaining to personnel management such as Equal Opportunity, sexual harassment, discrimination, Fair Labor Standards Act, American Disabilities Act, Family Leave Act and Equal Employment Opportunity.

State and local and county laws, statutes and codes such as the Washoe County Personnel Handbook, Washoe County Merit Personnel Ordinance and collective bargaining agreements and contracts.

Human Resources operations and activities, employment related laws and regulations, County personnel and payroll policies, and the County classification and compensation plans.

Human Resources information systems, applicant tracking, and related software programs specific to Human Resources.

Techniques and strategies of collective bargaining.

Ability to:

Select, develop and evaluate the performance of assigned staff.

Represent the technical, employee relations and labor relations functions of Human Resources to staff, management, elected officials and other agencies.

Apply human resources functional knowledge in optimizing information systems support.

Analyze and make sound recommendations on complex employee and labor relation issues.

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

Knowledge of:

Applicable laws, regulations and decisions pertaining to collective bargaining, public personnel administration and due process.

Principles and practices of management, supervision and human resources administration, including Human Resources information systems, recordkeeping, employee learning, employee performance and behavior management, dispute resolution and performance appraisals.

Methods and techniques involved in the administration of a classification and pay plan and employee/labor relations.

Microsoft Office Suite applications and standard computer software applications and HRIS/SAP.

Mediation, fact-finding, and arbitration procedures.

Ability to:

Plan, assign and supervise the work of others.

Interpret, apply and explain complex federal, state and local laws, ordinances, policies and procedures, and collective bargaining unit agreements.

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

Work in an environment with frequent interruptions and changing tasks and priorities.

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

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

Interpret, draft and apply legal documents, complex laws, codes and regulations.

Establish and maintain effective working relationships with the general public, co-workers, elected and appointed stakeholders and members of diverse cultural and linguistic backgrounds.

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, calculators, copiers, scanners, and fax machines. Ability to lift and carry objects weighing up to 25 lbs. Ability to occasionally work outdoors.

May be required to attend meetings outside of normal working hours.

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