



## COUNTY OF NYE

---

### CLASS TITLE: HUMAN RESOURCES MANAGER

#### BASIC FUNCTION:

Under the direction of the Human Resources Director, assists in oversight, coordination and supervision of the Human Resources staff. is responsible for the administration of the County's comprehensive Personnel Program including recruitment, selection, classification, compensation, health and welfare benefits, employee and labor relations, employee training and development, equal employment opportunity issues, research and moderately complex analyses. Maintains centralized confidential personnel records and Human Resource Information System (HRIS). Administers and coordinates a comprehensive Countywide worker's compensation program. **This position is classified as "confidential" under NRS 288.**

#### REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists.*

*Assigned job tasks/duties are not limited to the representative duties).*

1. Serves as an information resource on County personnel policies, practices and procedures. Interprets and applies personnel rules, procedures and provisions of collective bargaining agreements. Facilitates resolution of personnel problems, grievances and complaints.
2. Provides information and technical assistance to County employees, retirees, association representatives and the public regarding personnel/benefits policies and procedures.
3. Manages, trains and coordinates support staff assigned to the function and maintenance of official personnel records.
4. Audits the County's personnel/benefit documents for compliance with established practices, regulations and collective bargaining agreements. Ensures that appropriate changes are made and forwarded to the Finance Department. Advises the Finance Director and Employee Association Representatives as required.
5. Conducts classification studies for new or existing positions as requested; compiles and analyzes job-related information and makes recommendations for appropriate classifications.
6. Research and analyze new and revised laws and regulations, evaluates their impact on County work policies and procedures, and makes appropriate recommendations for implementation. Informs department heads, managers and employees of relevant changes.
7. Represents the County in matters related to compensation and benefits as directed. Attends and participates in various meetings including the Board of County Commissioners' meetings as directed.

8. Composes position announcements and advertisements.
9. Ensures that all class specifications accurately describe the current duties, responsibilities, knowledge, skills, abilities, physical demands and minimum qualifications.
10. Performs compensation studies; researches and compiles data from a variety of outside sources about specific classifications and/or compensation practices; analyzes data to develop recommendations for appropriate compensation levels.
11. Conducts special projects, assignments and activities; performs specialized research on personnel issues; writes reports which present and interpret data; identifies alternative options, makes and justifies recommendations; presents findings orally and in writing.
12. Updates, maintains and generates a variety of personnel/benefit reports from the HRIS database, which include determining criteria for data selection and formatting; retains annual reports for future reference and/or distribute select reports to management upon request; completes various personnel/benefit surveys; maintains central files for all Countywide personnel records and reports.
13. Assists in maintaining Position Control Report, Current Vacancies Report, and Position History Records in accordance with actions taken by the Board of County Commissioners; coordinates changes with the Finance Director to ensure consistency with budget records.
14. Oversees annual and new employee training meetings, and tracks/updates personnel records accordingly.
15. Provides staff support to the County's designated negotiator during the collective bargaining process by researching and compiling information on salaries, personnel practices and related issues as requested.
16. Civil point of contact for Criminal Justice Information Systems (CJIS), responsible for determinations and record keeping of Criminal History Records Information (CHRI) pertaining to National FBI and State Records. Mandatory Non-Criminal Justice Training, every two years; Security and Privacy Training annually.

#### **EDUCATION AND EXPERIENCE:**

Five years of progressively responsible work experience in office administration, two to four years of full-time personnel/benefits experience analyzing personnel / benefits / payroll documents, which includes auditing for accuracy and compliance with contracts and regulations. Some special project experience researching, compiling, tabulating, analyzing and interpreting data and information, and one-two years in a supervisory position preferred.

#### **LICENSES:**

Valid Nevada driver's license required.

#### **WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Supervision of support staff employees.

#### **CONTACTS:**

Co-workers within this Department, Elected Officials, County Manager, Finance Director, Supervisors, Bargaining Unit Representatives and other County Employees.

### **PHYSICAL EFFORT:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Mobility, strength, dexterity, endurance, and coordination to work in the typical office setting using standard office equipment including computers, telephones, copy machines and fax machines. Hearing and speech to communicate in person and on the telephone; occasional lifting of item up to 25 pounds; reaching for items above and below waist level, including above head; mobility and endurance to be on feet for long periods of time when conducting New Hire Orientation classes or making presentations; mobility and endurance to drive for extended periods of time throughout the County and State.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

### **WORKING CONDITIONS:**

Work is performed under the following conditions: Work is performed in a standard office environment and various indoor and outdoor off-site locations. Computers are used extensively on a daily basis. Subject to considerable contact with employees and management, as well as the public. Workload varies and is heavy and stressful on occasion. Will work alone at times. Will be required to drive alone for extended periods.

**THIS JOB SPECIFICATION SHOULD NOT BE CONSTRUED TO IMPLY THAT THESE REQUIREMENTS ARE THE EXCLUSIVE STANDARDS OF THE POSITION. INCUMBENTS MAY BE REQUIRED TO FOLLOW ANY OTHER INSTRUCTIONS, AND TO PERFORM ANY OTHER RELATED DUTIES OF EQUAL OR LESSER VALUE.**

### **CONDITIONS OF EMPLOYMENT:**

Nye County participates in E-Verify and will provide the Social Security Administration (SSA\_ and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide any required documentation as soon as possible after the job offer is made.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (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 related duties, of equal or lesser value, as required.