



## COUNTY OF NYE

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### CLASS TITLE: DIRECTOR, HUMAN RESOURCES

#### BASIC FUNCTION:

Under administrative direction, provides leadership for the full scope of functions provided by the Human Resources (HR) Department.

**REPRESENTATIVE DUTIES:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Directs operation and administration of the county's human resources programs. 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. 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 Comptroller and Employee Association Representatives as required.
4. Conducts classification studies for new or existing positions as requested; compiles and analyzes job-related information and makes recommendations for appropriate classifications.
5. Researches and analyzes 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.
6. 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.
7. Ensures that all class specifications accurately describe the current duties, responsibilities, knowledge, skills, abilities, physical demands and minimum qualifications.
8. Administers and coordinates the Countywide worker's compensation program. Updates, maintains and generates a variety of personnel/benefit reports, and various personnel/benefit surveys; maintains central files for all Countywide personnel records and reports.
9. 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.

Qualifications for Employment: *Knowledge of:*

- Modern and current practices related to the recruitment, selection, assessment, and in-service training of personnel;
- Current and traditional methods of collective bargaining;
- The evaluation and discipline process;
- Principles of supervision and management;

*Skill to:*

- Operate standard office equipment including computers and related software applications;
- Interpret and explain changes in current human resources laws;
- Read, interpret, apply, and explain rules, regulations, policies, and procedures; and
- Effectively communicate county policies and procedures to new and existing employees.

*Ability to:*

- Handle highly sensitive personnel matters in a timely and professional manner;
- Problem-solve, plan, supervise, organize, and schedule;
- Conduct investigations as necessary;
- Manage and direct the county's human resources program;
- Negotiate with a collective bargaining unit; and
- Use high level interpersonal skills in order to maintain effective working relationships.

**EDUCATION AND EXPERIENCE:**

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

Graduation from an accredited college with some combination of an Associates / Bachelors Degree, PHR/SPHR Certification or equivalent of public agency experience desirable. 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, Department Heads, 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 items 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.