



JOB DESCRIPTION

JOB TITLE:	Director Human Resources	FLSA:	Exempt
DEPARTMENT:	Human Resources	GRADE:	
REPORTS TO:	Executive Director	DATE:	

SUMMARY:

Plans, organizes and administers District Human Resources programs and activities, including employee relations, employment, compensation administration, employee benefits, labor relations, and employee assistance and wellness programs; provides expert professional assistance to District management staff in personnel and related matters.

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 goals, 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 the activities of professional, technical and office support staff directly and through subordinate managers.
- Provides direction to department staff in the major disciplines of recruitment, selection, and job analysis; classification and compensation activities; employee assistance and wellness programs; employee benefits; employee development and training activities. 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; 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.
- Attends hearings, Board meetings, and conferences to present recommendations, answer inquiries, and represent the Human Resources Department.
- Uses standard office equipment, including a computer, in the course of the work; 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.

ESSENTIAL FUNCTIONS: (continued)

- Directs the conduct of analytical studies; develops and reviews reports of findings, alternatives and recommendations.
- Maintains currency of employment regulations, industry trends, current practices, new developments, applicable laws, and employment legislation.
- Promotes and supports the overall mission of the District by demonstrating courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's degree in public or business administration, or a closely related field; AND five (5) years of managerial experience over a centralized human resources operation; OR an equivalent combination of education, training and experience.

Required Certificates, Licenses, and Registrations:

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

- Nevada Driver's License.

Required Knowledge and Skills

Required Knowledge:

- Department and District policies, procedures and collective bargaining agreements.
- Concepts, principles and procedures of human resources administration.
- Principles and practices of program planning, development and evaluation.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through multiple levels of supervision.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Principles and practices of budget development and administration.
- Applicable laws, codes and regulations.
- Records management principles and practices.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds.
- Principles and techniques of making effective oral presentations.
- Computer applications related to the work.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Correct business English, including spelling, grammar and punctuation.

Required Skills:

- Planning, organizing and administering a comprehensive and varied human resources support function.
- Administering programs and staff directly and through subordinate supervision.
- Training others in policies and procedures related to the work.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Performing professional-level human resources duties in a variety of assigned areas.
- Interpreting, applying and explaining applicable laws, codes and regulations.
- Maintaining accurate records and files.
- Providing consulting services to supervisors and managers.
- Preparing clear and concise reports, correspondence and other written materials.
- Using initiative and independent judgment within established procedural guidelines.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.
- Making effective oral presentations to large and small groups.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

PHYSICAL/MENTAL 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 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 telephone.

WORKING ENVIRONMENT:

Work is performed in an office setting.