



## CLASS SPECIFICATION

Class Code: 60015426  
Date Established: 06/2005  
Last Reviewed: 07/2021  
Last Revised: 07/2021  
Last Title Change: 07/2021  
FLSA: exempt  
Probation: 12 months

### HR MANAGER - ORGANIZATIONAL EFFECTIVENESS

#### **DEFINITION**

Under general direction, is responsible for the oversight of the County's workforce development/organizational planning, training and employee development, diversity and inclusion, employee culture and engagement, succession planning and performance management programs; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A bachelor's degree from an accredited college or university with a major in human resources management, organizational development, public administration, communications, or a closely related field AND five years of full-time professional level work experience in human resources management, planning, designing, and implementing workforce development programs, and training and career development, with at least two of those years acting in a supervisory/management capacity.

#### **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.)*

Oversee and manage the assigned areas and related functions; develop plans to meet current and future program needs that are aligned with the County's strategic plan; coordinate the activities of those functions with other departments and outside organizations to enhance the delivery of service and effectiveness of the assigned areas.

Develop, recommend, and implement improvements in work methods, organizational or procedural changes, and operational effectiveness related to assigned areas; provide advice, guidance, consultation, training, and problem solving to department heads and management regarding implementation/utilization of programs, change management, leadership development, effective strategies to improve team and individual productivity and performance, and performance management to achieve goals and objectives.

Research and develop diversity and inclusion issues and create strategies, programs, and training to promote these values.

Supervise assigned staff, which includes staff selection; assigning, scheduling, and reviewing work; providing training in proper work methods and procedures; providing professional development, coaching, and mentoring; writing performance evaluations; implementing discipline and conflict resolution procedures when necessary; assure efficiency, effectiveness and quality of work outputs; monitor and direct progress to achieve goals and objectives.

Design, develop, evaluate, and conduct learning and development programs in accordance with County needs and strategic priorities to update and maintain employee knowledge, skills, and abilities and enhance job performance and organizational effectiveness.

Conduct research on best practices, analyze data, and compile reports involving all aspects of assigned areas to identify and determine the causes of current and potential issues; develop and present recommendations for improving policies, processes, and practices in areas of responsibility.

Develop and implement the marketing of assigned programs; promote the activities of assigned programs by serving on task forces and relevant committees within the community; make presentations regarding the plans and programs of areas of responsibility and general human resources matters at public meetings, administrative hearings, and related functions.

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

Performs special projects and other related duties as assigned by the Director of Human Resources.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner which does not expose them or others to unnecessary harm or risk of on-the-job injury.

### **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.

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

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

Principles and practices of management, organization, supervision, and training. Washoe County citizens, social trends, issues, challenges, and directions.

Budget development methods and techniques used in Washoe County.

Management information systems and software programs used in the assigned areas.

#### **Ability to:**

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

Develop and present a variety of learning and development programs.

Make effective presentations before committees, boards, commissions, employees, and other groups.

**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, including supervision, employee coaching and development, facilitation, and progressive discipline process.

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

Principles and practices of human resources management and administration, including workforce planning, diversity, organizational development, employee learning and development, training, and performance management.

Program planning and evaluation techniques.

Methods and practices for developing and presenting programs, including team development techniques and group dynamics.

**Ability to:**

Select, develop, and evaluate the performance of assigned staff; motivate and inspire people of diverse backgrounds.

Perform effective program administration including recommendations for new programs and changes to existing programs.

Research new trends, technologies, and organizational development strategies to ensure learning and development programs are current and consistent with the County's long-range plan.

Develop and deliver educational and technical presentations, reports, manuals, and policies; write correspondence, memoranda, administrative summaries, narrative and statistical reports, training programs and materials, and other documents.

Research, compile, and analyze data and information, project consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations.

Design survey and assessment tools.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective 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 standard office environment. Ability to use standard office equipment including computers, telephones, calculators, copiers, and fax machines. Ability to lift and carry objects weighing up to 25 lbs.

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