



## CLASS SPECIFICATION

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FLSA: Exempt

### DIRECTOR OF HUMAN RESOURCES

#### **DEFINITION**

Under administrative direction of the County Manager, is responsible for the administration of a comprehensive human resources program for Washoe County and direct oversight of the Washoe County Human Resources Department; serves as chief labor negotiator; and performs related work as required.

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

A bachelor's degree from an accredited college or university in public administration, business administration, or a closely related field, AND eight years of progressively responsible human resources experience including labor relations experience as a chief negotiator, and three years of experience in a management or supervisory capacity; OR an equivalent combination of education and experience.

#### **LICENSE OR CERTIFICATE**

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

#### **SUPERVISION EXERCISED**

Exercises direct supervision over professional and support staff.

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

Plan, organize, direct, and manage the functions, strategic objectives, staff, and services of the Human Resources Department.

Provide oversight for the County's health benefit programs including medical, dental, vision, retiree medical plans, Family and Medical Leave Act (FMLA), deferred compensation plans, wellness, and employee assistance programs.

Provide oversight for the County's compensation plan, classification system, and recruitment and selection processes.

Provide oversight for employee services programs including employee performance management, Human Resources Information System (HRIS), record management, and centralized countywide Human Resources/Payroll employee programs.

Provide oversight for countywide organizational development and training programs, which include human resources policies and systems, Equal Employment Opportunity regulations, diversity, equity and inclusion initiatives, professional development opportunities for County employees, and other employee programs in support of the County's Mission.

Collaborate with and provide guidance to executive leadership team on Countywide and/or departmental strategic objectives and initiatives which relate to the functions of the Human Resources Department.

Analyze statistical data to determine costs associated with proposed and approved contract provisions; present narrative and statistical reports, including recommendations and alternatives, to the Board of County Commissioners, the County Manager, and the Assistant County Manager.

Develop Human Resources related programs, policies, and procedures for the County in alignment with Federal,

State, Local and EEOC (Equal Employment Opportunity Commission) guidelines and best business practices.

Plan and administer the labor relations program, which includes serving as the chief negotiator for the County, planning negotiation strategies, providing input to and seeking guidelines from management and the Board of County Commissioners relating to the cost and impact of contract proposals and representing the County at mediation, fact finding and arbitration hearings.

Represent the County at mediation, fact finding and arbitration proceedings, which includes researching pertinent data, arbitration awards and court decisions, preparing the position of the County, seeking potential witnesses to testify on behalf of the County, presenting the County's position to a neutral party and writing post hearing briefs.

Counsel departments on appropriate response to discipline, discharge, grievances, arbitrations and prepares settlement agreements.

Meet with Department Heads, individual employees, and employee organizations to clarify and resolve employee relations matters and interpret and apply ordinances, laws, rules, regulations, and agreements.

Serve as the Public Employees' Retirement System (PERS) Liaison Officer; coordinate retirement matters between PERS, Washoe County and Washoe County Employees; includes audits, disability retirement, rate adjustments, and information requests.

Develop and administer the budget for the department, which includes justifying staffing, equipment, training and supplies required to provide human resources services and carry out the department's mission.

Analyze legislation and regulations to determine effect on human resources programs and services; recommend and implement changes in policy or procedures to ensure compliance with applicable laws and regulations; complete required reports and documentation

Represent the Human Resources Department to other County departments, elected officials, the Board of County Commissioners, and external stakeholders,

Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of human resources; incorporate new developments as appropriate.

Supervise assigned staff which includes staff selection determining work performance standards, providing professional development, coaching, and mentoring; conducting performance evaluations; implementing discipline and conflict resolution procedures when necessary.

Analyze trends in turnover rates, sick leave usage, employee assistance program utilization rates, in order to provide cost efficient human resources policies, procedures, and services.

Direct the investigation and/or investigate discrimination, harassment, and workplace violence complaints.

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

## **JOB RELATED AND ESSENTIAL QUALIFICATION**

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

### **Knowledge of:**

Human Resources policies, practices, and procedures specific to Washoe County.

Washoe County Merit Personnel Ordinance, collective bargaining units within Washoe County and respective collective bargaining unit agreements.

Washoe County policies, practices and procedures relating to labor relations.

Organizational structure of Washoe County government, departments, services and functions.

Operations, policies, and procedures of the Human Resources Department.

Washoe County budget process, pertinent policies, and procedures.

The State of Nevada PERS retirement program, principles, and practices.

Federal, state, and county laws, regulations, and ordinances applicable to retirement, deferred compensation, health benefits, flexible benefits, and related benefit programs.

Washoe County employee health benefit plan design, administration and supplemental insurance programs offered by Washoe County.

Washoe County classification system and compensation plans.

Washoe County recruitment and selection processes.

Washoe County employee services functions, programs, and processes.

Washoe County employee development and management training programs, employee performance management program, and organizational development planning.

Computer software and management information systems specific to the work of the department/division.

**Ability to:**

Plan, coordinate, and direct the operations of the Washoe County Human Resources Programs to accomplish established goals and maximize efficiency.

Monitor and ensure the County's compliance with federal, state, and local employment laws and regulations, and recommend best practices; review and modify policies and practices to maintain compliance.

Evaluate insurance programs and their components to determine the impact on the County health benefit package.

Interpret and understand Health Benefit Program rules, plan documents, regulations, policies, and procedures.

Represent the functions of the Human Resources Department to staff, management, elected officials, the public, community organizations and other agencies.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

**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 supervision.

Principles and practices of program planning, implementation, and administration.

Principles and practices of public administration; including budgeting, staffing, and organization.

Principles and practices of a comprehensive human resources program to include recruitment and selection, employee relations, classification and compensation, labor relations, organizational and workforce development, health benefit administration, and employee services administration.

Federal, state, and local laws, rules, codes and regulations regarding public sector employment, including merit systems.

Federal laws pertaining to personnel management such as the Civil Rights Act, Equal Employment Opportunity, Employment Discrimination, Fair Labor and Standards Act, Family and Medical Leave Act, and Americans with Disabilities Act.

Principles and practices of labor relations including employee grievances, due process, employee relations, techniques of contract negotiation, and collective bargaining procedures.

Procedures and processes of arbitration and mediation.

Methods and techniques of conflict resolution.

Statistical concepts and methods, to include analyzing salary and benefit data.

Principles of equal employment opportunity and defensible employment practices.

Employee workforce development and management development concepts.

Comprehensive employee benefits programs, including plans such as retirement, health, life, dental, vision, deferred compensation, and employee assistance.

Administrative Board and Court decisions relating to labor relations.

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

**Ability to:**

Direct and supervise personnel, including training, assigning, and reviewing work, administering discipline, and conducting performance evaluations.

Evaluate complex operational problems, develop sound conclusions, and make effective decisions and/or recommendations.

Plan, organize, direct, coordinate, and evaluate assigned labor relations services and activities.

Liaise between departments or other groups to improve function or communication.

Negotiate grievance resolutions.

Maintain knowledge of human resources trends, best practices, regulatory changes, and new technologies; apply this knowledge to develop and implement improvements to policies, practices, and resources.

Identify and respond to sensitive organizational issues, concerns, and needs.

Analyze problems related to complex human resources issues, identify alternative solutions, develop innovative and creative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Operate a variety of office equipment including personal computers, related peripheral equipment and software applications related to human resources administration.

Read and interpret retirement, deferred compensation, and employee benefit plan documents, state statutes, federal legislation, program rules, regulations, policies and procedures.

Effectively negotiate and administer complex collective bargaining agreements.

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

Mediate informal disputes between management and employees and provide counsel to management on appropriate course of action to resolve differences at the lowest possible level.

Communicate effectively both orally and in writing to department heads, staff, elected officials, employee representatives, and all those contacted in the course of work in one on one and group settings in order to gain concurrence and cooperation through discussion and persuasion.

Equitably apply principles and practices of human resources administration.

Read, learn, interpret, apply, and explain pertinent laws, statutes, EEO court decisions, legislation, codes, regulations, and standards.

Maintain effective working relationships with department heads, staff, elected officials, employee representatives, and all those contacted in the course of work.

Effectively represent the Human Resources Department to department heads, staff, elected officials, employee representatives, and all those contacted in the course of work.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Ability to sit for extended periods. Ability to frequently stand and walk. Ability to lift and move objects weighing up to 10 lbs. Ability to use office equipment such as computer, telephone, copiers, and FAX machine.

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