



CLASS SPECIFICATION

Class Code: 18050
Date Est: 09/2015
Last Rev:
Last Title Chg:
FLSA: Exempt
Probation: 12 months

ASSISTANT DIRECTOR, HUMAN RESOURCES/LABOR RELATIONS

DEFINITION

Under direction of the Director of Human Resources/Labor Relations, manages and coordinates the county's employee and labor relations program, which includes contract administration, dispute resolution, discipline, grievance reviews, performance management and labor negotiations; manages county-wide classification and compensation plans; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in public administration, business administration, industrial relations or a closely related field and five years of employee and labor relations experience; OR an equivalent combination of related education and experience.

LICENSE OR CERTIFICATE

N/A

DISTINGUISHING CHARACTERISTICS

This classification exists to perform a wide variety of high-level professional human resources, employee relations, labor relations, and classification and compensation work, and to provide administrative direction within the Human Resources/Labor Relations Department. In the absence of the Director of Human Resources/Labor Relations, the incumbent serves as the acting department director. Work is performed with considerable independence and initiative and with the widest possible latitude for the exercise of professional judgement. Work is reviewed on the basis of outcomes and objectives achieved.

SUPERVISION EXERCISED

Exercises direct supervision over assigned staff.

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

Plan and administer the employee and labor relations program, which includes responsibility for labor negotiations, assisting with planning negotiation strategies, providing input to and seeking guidelines from management and the Board of County Commissioners relating to cost and impact of contract proposals.

Serve as the primary information resource for employee and labor relations programs and human resources policies, practices and procedures. Respond to inquiries on the telephone and in person; interpret and apply federal and state laws, county code, human resources policies and procedures and provisions of collective bargaining agreements to resolve problems, grievances and complaints.

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

Counsel staff on matters of management and employee rights, progressive discipline and appropriate courses of action in accordance with contract provisions and good management practice.

Provide guidance, recommendations and advice to management and employees related to investigation of disciplinary actions, employee grievance, and relations; conduct exit interviews when requested for feedback to the department.

Plan, organize, administer, review and evaluate position classification and compensation plans, pay administration and employee counseling programs.

Maintain contact with all county departments and offices to determine changing personnel needs and problems, coordinate assigned divisions' services with departments and offices, and provide advice and counsel to departments in variety of human resource areas including contract interpretations, employee relations, labor relations, performance management, ADA and FMLA.

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.

Research current trends and practices pertaining to employee/labor relations and classification/compensation; analyze legislation, arbitration decisions and labor contracts to determine the potential impact on the county and its employee/labor relations and classification/compensation programs.

Maintain accurate records and files and job documentation for historical reference to ensure continuity with past practice, intent and contract provisions.

Supervise staff assigned to support employee/labor relations function and county-wide classification/compensation plans which includes employee selection, training, work schedules, work assignment, reviewing work, evaluating performance and administering discipline.

Investigate and respond to charges of unfair labor practices and assist the District Attorney's Office in representing Washoe County before the Employee-Management Relations Board.

Coordinate, investigate and respond to charges of discrimination, harassment and sexual harassment, and assist the District Attorney's Office in representing Washoe County before the Equal Employment Opportunity Commission and/or Nevada Equal Rights Commission.

Consult with management to determine impact of proposals on county operations and develop alternate solutions compatible with operational needs.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

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

Knowledge of:

County policies, practices and procedures relating to classification, compensation, labor relations, sexual harassment, discrimination and equal employment opportunity.

Nevada Revised Statute Chapter 288.

Information systems and software used by staff involved with the classification, compensation and labor relations function.

Organizational structure of Washoe County as it relates to programs, activities and functions of assigned areas.

Ability to:

Select, supervise and evaluate assigned staff.

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

Entry Level (*Applicants will be screened for possession of these through written, oral, performance or other valuation methods.*)

Knowledge of:

Principles, practices and techniques of collective bargaining, due process, labor and employee relations.

Principles and practices of classification, compensation and pay administration.

Principles and practices of management and supervision.

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

Applicable laws, regulations and decisions pertaining to employee/job classification, compensation and pay administration.

Mediation, fact-finding and arbitration procedures.

Dispute resolution techniques.

Techniques and strategies of collective bargaining.

Methods and techniques involved in the administration of classification and pay plans, employee development and employee/labor relations.

Statistics relating to salary and benefit data.

Ability to:

Effectively negotiate and administer complex collective bargaining agreements.

Analyze and make sound recommendations on complex employee and labor relation issues.

Communicate clearly and concisely, both orally and in writing, to elected officials, management, association representatives and staff.

Produce written documents with clearly organized thoughts with proper sentence construction, punctuation and grammar.

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

Establish and maintain effective working relationships with the general public, co-workers, elected and appointed official and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.

Recognize and resolve problems of a sensitive nature, analyze situations, select alternative, recognize consequences of proposed action, negotiate mutually satisfactory solutions to problems and implement recommendations.

Collect, analyze, interpret and evaluate a variety of complex data.

Maintain objectivity in adversarial situations.

Serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of Washoe County ethics.

Ability to monitor and interpret changes in laws and regulations, evaluate their impact on assigned operations and develop required policies and/or operational modifications to ensure conformance with the changes.

Plan, assign and supervise the work of a staff of professional, technical and clerical employees.

SPECIAL REQUIREMENTS

May be required to attend meetings outside of normal working hours.

Ability to work in a standard office environment; ability to operate office equipment including computers, software applications, telephones, calculators, copiers, and fax machines; sufficient hearing and speech to communicate in person or over the telephone.

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