



CLASS SPECIFICATION

Class Code: 60018425
Date Est: 12/2017
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Last Title Chg: 01/2019
FLSA: exempt
Probation: 12 months

HUMAN RESOURCES MANAGER - COMPENSATION AND RECRUITMENT

DEFINITION

Under general direction, is responsible for the oversight and maintenance of the County's classification system, recruitment and selection, and employee relations; 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, business administration, or a closely related field AND four years of full-time progressively responsible human resources experience working with programs and systems governed by state and federal regulations, with at least two of those years acting in a supervisory/management capacity; OR any equivalent combination of experience, education, and training.

LICENSE OR CERTIFICATE

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

DISTINGUISHING CHARACTERISTICS

This classification exists to provide administrative direction to the classification, recruitment and selection, and employee relations functions within the Human Resources Department. Duties include assisting the Human Resources Director in the evaluation and recommendation of related policies and formulating human resource plans and procedures. Work is performed with considerable independence and initiative and with wide latitude for the exercise of professional judgment.

SUPERVISION EXERCISED

Exercises direct supervision.

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

Perform a wide variety of high level, complex professional human resource/personnel work; gather and analyze trends and data; develop and recommend new or revised human resources policies and programs, goals and objectives to ensure the highest level of efficiency and customer satisfaction.

Plan, organize, administer and evaluate the day-to-day activities of Washoe County's classification and compensation plan and all activities related to that program to ensure maximum service delivery to employees and individual departments, and to make sure jobs are objectively and accurately defined.

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.

Coordinate and facilitate the County's Job Evaluation Committee process, which is the review and evaluation of all new positions and reclassification requests to ensure accurate job classifications by correctly evaluating each job through a formal and structured methodology without regard to the experience, education or job performance of the individuals currently performing the job.

Maintain contact with all County departments to determine changing personnel needs and problems, coordinate services, provide advice and counsel to departments in variety of human resource areas such as classification, recruitment, and employee relations..

Review, revise, and create job class specifications and conduct analysis of position descriptions to determine correct FLSA status and collective bargaining units; monitor changes in laws and regulations regarding FLSA and evaluate their impact on the classification and compensation system to ensure employees are receiving the appropriate rate of overtime pay, and if applicable, are protected under the correct bargaining unit agreement.

Provide guidance to departments in organizational development or change management through review of current and proposed organizational charts and job descriptions, programmatic needs, support services, and effective workforce planning to enhance overall organizational effectiveness.

Provide administrative direction over classification, recruitment and selection, and employee relations functions within Human Resources by developing plans to meet current and future service needs and coordinating activities to enhance the delivery of service and effectiveness of the assigned area.

Analyze statistical data and other reports involving all aspects of the recruitment process to identify and determine the causes of current and potential problems, and to develop and present recommendations for improving recruitment, selection and retention policies, processes, and practices.

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

Develop user procedures, guidelines, and documentation; may train new users, staff members and managers/supervisors/employees on issues related to classification, recruitment, and employee relations

Effectively and professionally represent Human Resources by attending meetings and participating on special committees and task forces related to employment matters.

Conduct and facilitate complex and diverse projects including extensive/long-term projects requiring advanced research and analytical skills; develop action plans and communication strategies in order to meet service goals and objectives and foster positive change management.

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.

The proprietary Hay methodology for job evaluation.

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

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.

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

Human Resources operations and activities, bargaining agreements and contracts, employment related laws and regulations, and the County classification and compensation plans.

Software programs specific to area(s) of assignment.

Budget development methods and techniques.

Ability to:

Apply enterprise classification knowledge and assist in maintaining organizational consistency.

Manage business partnerships with external providers of services and internal stakeholders.

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

Knowledge of:

Principles and practices of effective employee supervision including leadership, motivation, development, team building, conflict resolution, employee training, performance evaluation and discipline.

Principles and practices of management, organization, supervision, and training.

Principles, methods, strategies, and techniques of classification administration.

Governmental organization and procedures, and types and content of a wide variety of positions common to public organizations.

Principles and practices of human resources management and administration.

Uniform Guidelines on Employee Selection Procedures.

Microsoft Office Suite applications and standard computer software applications.

Ability to:

Effectively lead, inspire, and motivate professionals in order to create a high functioning team.

Analyze information, project consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations.

Equitably apply federal, state, and local legislation covering recruitment, selection and diversity matters.

Accurately interpret, apply, and explain complex federal, state, and local laws, ordinances, policies and procedures, and collective bargaining unit agreements.

Effectively and professionally represent the assigned Human Resources functions to staff, management, elected officials, the public, community organizations and other agencies.

Establish, foster, and maintain effective and collaborative working relationships with all those contacted in the course of work.

Work in an environment with frequent interruptions and changing tasks and priorities.

Remain polite, tactful, and diplomatic in stressful situations.

Communicate clearly and concisely, both orally and in writing, tailoring the message to the intended audience.

Act with integrity; exercise appropriate discretion and maintain confidentiality of information.

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

Ability to work in a professional office environment. Ability to use 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.