



CLASS SPECIFICATION

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Last Title Chg: 01/2019
FLSA: exempt
Probation: 12 months

HUMAN RESOURCES MANAGER – EMPLOYEE SERVICES

DEFINITION

Under general direction, performs a variety of high level sensitive and in-depth analytical technical work in human resources management and labor relations; serves as the business process owner of the Human Resources Information System (HRIS); oversees the employee and management training, employee performance management and the centralized countywide Human Resources/Payroll employee 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 or a closely related field AND four years of full-time progressively responsible professional human resources experience working with programs governed by state and federal regulations; 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 technical, training and employee development and HRIS functions within the Human Resources Department. Duties include assisting the Assistant 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 over professional, technical and support staff.

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; supervise and coordinate the maintenance of Washoe County's Compensation and Equal Employment Opportunity Plans.

Plan, administer, review and evaluate the day-to-day administration of activities related to Washoe County's pay administration, compensation and employee personnel records to ensure accurate and current data is maintained at all times.

Oversee assigned program areas by developing, recommending, implementing and reviewing improvements in work methods, systems and equipment; develop, recommend and implement organizational or procedural

changes affecting program activities, resource utilization and operational effectiveness ensuring seamless customer service.

Supervise assigned staff including staff selection, training, work assignment and review, coaching and development, performance evaluation, and discipline and conflict resolution; plan and allocate available staff resources among the assigned areas based on service delivery priorities.

Participate in collective bargaining assessment, strategy and preparation; identify issues for inclusion in the County proposal; conduct data analysis to determine and support County bargaining positions; participate in bargaining planning sessions and provides support to the County's designated negotiator during the collective bargaining process by researching and compiling information on salaries, human resources practices and related issues; prepare and critique contract proposals, and implement negotiated pay related changes in the human resources system.

Maintain the integrity and reliability of the integrated human resources system; make recommendations for modification to programs as needed; work collaboratively with technology services and other subject matter experts to continually update, implement and test configuration changes and upgrades making sure this information is accessible and reliable for county-wide users; serve as technical point-of-contact for the department and participate in user group meetings; and troubleshoot system errors.

Develop user procedures, guidelines and documentation; may train new users, staff members and managers on SAP and human resources-related processes and functionality.

Support and oversee the learning and development program and staff in accordance with County needs and strategic priorities to update and maintain employee knowledge, skills and abilities, and enhance job performance and organizational effectiveness.

Promote and maintain the employee performance management program; facilitate training efforts, authorize department users, and compile and analyze data to ensure employee evaluations are current and consistent with County goals.

Apply knowledge of HRIS and data in extracting and analyzing current, historical and forecasted data to develop databases, prepare reports and formulate recommendations regarding specialized human resources activities.

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

Monitor and interpret changes in laws and regulations related to assigned divisions, evaluate their impact on the operation of assigned division, and develop, recommend and implement required policy or operational modifications to assure conformance with the changes in these laws and regulations.

Attend meetings and serve on various County committees as a representative of the Human Resources Department.

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.

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.

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

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

Management information systems, applicant tracking, and related software programs specific to Human Resources.

Techniques and strategies of collective bargaining.

Ability to:

Select, develop and evaluate the performance of assigned staff.

Represent the technical and labor relations functions of Human Resources to staff, management, elected officials and other agencies.

Apply human resources functional knowledge in optimizing information systems support.

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

Knowledge of:

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

Principles and practices of human resources management and administration, including Human Resources information systems, recordkeeping, employee learning and performance appraisal management.

Methods and techniques involved in the administration of a classification and pay plan and employee/labor relations.

Microsoft Office Suite applications and standard computer software applications and HRIS/SAP.

Ability to:

Plan, assign and supervise the work of others.

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

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

Able to work in an environment with frequent interruptions and changing tasks and priorities.

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

Foster and maintain positive and collaborative working relationships with all those contacted in the course of work.

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

Remain polite, tactful and diplomatic in stressful situations.

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

Ability to work in a standard 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. Ability to occasionally work outdoors.

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