



CLASS SPECIFICATION

HUMAN RESOURCES MANAGER

Class Code: 18226
Date Est: 08/2016
Last Rev: 04/2019
Last Title Chg: 04/2019
FLSA: Exempt
Probation: 12 Months

DEFINITION

Under general direction of the Fire Chief, is responsible for the oversight and maintenance of all human resources policies and programs for the Truckee Meadows Fire Protection District (District); 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, to include at least two years in a supervisory capacity OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

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

SUPERVISION EXERCISED

Exercises direct supervision over paraprofessional and support staff.

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

Develop human resources related programs, policies and procedures for the District that are compliant with federal, state and local laws, statutes, codes, regulations and standards.

Monitor industry trends, best practices, legislation and regulations; propose and implement changes to District human resources programs to ensure delivery of progressive and compliant human resource programs.

Examine and respond to direct employee complaints and grievances and recommend solutions, coordinate investigations for complex human resources matters, including discrimination, sexual harassment and other employee related matters; consult with legal counsel on personnel matters as necessary.

Coordinate District payroll; coordinate and communicate information on retirement with PERS and the District including audits, information regarding benefits, disability, rate adjustments and information requests.

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.

Serve as the designated negotiator or as part of the negotiating team for collective bargaining process by researching and compiling information on salaries, human resources practices and related issues; prepare and analyze contract proposals.

Work with Technology Services and serve as the point of contact with HRIS system recommendations and implementations.

Plan and implement recruitment and examination activities including ensuring a legally defensible recruiting process, drafting or updating job descriptions, researching posting opportunities, administering testing,

maintaining all recruiting records, and maintaining high level support throughout the recruitment lifecycle.

Conduct new employee orientations and employee on-boarding processes, coordinate and review supporting documents such as I-9's, PERS, beneficiary, etc. for completeness, accuracy and conformity to federal, state and County guidelines, bargaining contracts and/or control documents; establish and maintain department records including employee files, confidential files, background information and reports.

Ensure compliance and accuracy with employee information, merit increases, longevity pay, health benefits and related information for a correct employee record. Coordinate bi-weekly employee payroll, and encourage managers to review and approve employee timecards timely and accurately.

Review positions and recommend appropriate classification and compensation levels; engage in wage surveys; research and analyze pay practices to ensure competitive, legally defensible pay policies.

Provide administrative direction for employee health benefits programs including medical, dental, vision, retiree medical plans, wellness and employee assistance plans.

Manage training program to ensure compliance with federal, state, District and County regulations, policies and procedures to include professional development.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance: Proficient at Kronos Workforce HRIS software.

Knowledge of:

County and District policies and procedures.

Federal, state and local laws, statutes, codes, regulations, standards and collective bargaining agreements related to public human resources administration, the maintenance of human resources records and processing of payroll transactions.

District and Washoe County human resources systems and their interrelationships with other departments.

Management information systems and software specific to the department.

Ability to:

Develop, recommend and implement changes in operating processes and procedures for District human resources program.

Provide training and mentoring to support staff.

Effectively represent the programs, operations and functions of District and assigned functional area with the public, District staff, elected officials and other government agencies.

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

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

Knowledge of:

Principles and practices of human resources management and administration including recruitment and selection, classification, compensation, benefits administration, payroll, workers' compensation, employee/labor relations and training.

Federal, state and local laws pertaining to human resources management including equal employment opportunity, affirmative action, discrimination and harassment, Fair Labor Standards Act and Americans with Disabilities Act.

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

Uniform Guidelines on Employee Selection Procedures.

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

Methods and techniques of statistical and administrative data collection and report preparation.

Microsoft Office Suite, standard software applications and HRIS systems.

Ability to:

Plan, assign and supervise the work of others.

Plan, coordinate and administer a comprehensive human resources program to accomplish established goals and maximize efficiency.

Recognize and assess situations of a sensitive nature, make logical decisions, project consequences, select and recommend effective courses of action, and implement recommendations on complex human resources issues.

Read, interpret, apply and explain bargaining agreements, pertinent laws, statutes, codes, regulations and standards including administrative.

Research, compile, analyze and interpret complex data and information.

Work cooperatively with other departments, divisions, outside agencies and boards, elected officials, management, staff and the general public.

Interview, counsel, advise and interact tactfully with applicants, employees and others contacted in the course of work.

Plan, organize and implement work procedures, and handle multiple priorities to accommodate strict deadlines in a high volume production environment.

Exercise emotional control and manage stressful situations in a calm, professional and objective manner.

Write and proofread correspondence, memoranda, administrative summaries, reports and other documents with a high degree of attention to detail.

Perform accurate mathematical calculations including percentages and fractions.

Communicate in a clear, concise manner, both orally and in writing, including making presentations to small and large audiences.

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

Operate a personal computer, using an interactive database and a variety of software packages.

Foster and maintain positive and collaborative 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 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.