

NEVADA IRRIGATION DISTRICT

Job Description

Job Title:	Director of Human Resources	Reports To:	General Manager
Salary Range:	B72	Approved by Board of Directors:	07/13/2022
FLSA Status:	Exempt	Unit:	Unrepresented - Management
<p><i>Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.</i></p>			

Definition

To plan, organize, oversee and manage the activities and operations of the Human Resources Department including classification and compensation, employee benefit administration, labor and employee relations, and training and employee development; to coordinate assigned activities with other departments and outside agencies; to provide leadership to the organization; and to provide highly responsible and complex administrative support to the General Manager.

Supervision Received and Exercised

Receives policy direction from the General Manager.

Exercises direct supervision over technical and administrative support personnel.

Essential Functions Statements

Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Develop, plan and implement department goals and objectives; recommend and administer policies and procedures.
2. Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the General Manager and Board of Directors; prepare and present staff reports and other necessary correspondence.
3. Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
4. Oversee and participate in the development and administration of the Human Resources Department budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
5. Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the Department.
6. Direct the District's labor relations program including meet and confer; recommend and secure Board of Directors authorization for negotiating parameters; provide analysis on negotiation issues and make presentations to the Board of Directors; serve on negotiating team; devise negotiation goals and strategies.

7. Coordinate, maintain, and direct the administration of District personnel policies, practices and procedures; advise employees, supervisors and managers in their interpretation; recommend new or revised policies and procedures to department managers, General Manager's Office and employee associations.
8. Coordinate with employee associations, their leadership and business representatives to resolve employee and labor relations issues, including contract interpretation, problem solving, and complaint and grievance resolution.
9. Oversee the equal opportunity and diversity functions of the District, including recruitment outreach, training, State and Federal reporting, referral of complaints for investigation, and consultation with supervisors and managers.
10. Oversee recruiting, testing, selection, classification and compensation activities; review and negotiate changes.
11. Oversee the employee benefits program; recommend and negotiate changes; consult with brokers and actuaries; recommend funding options to the General Manager.
12. Direct and coordinate the conduct of studies; collect and evaluate labor market data; analyze internal salary relationships; assign pay ranges.
13. Represent the Department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
14. Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.
15. Research, prepare and present technical and administrative reports and studies to Board of Directors, commissions and a variety of committees; prepare written correspondence as necessary.
16. Build and maintain a working environment of trust and teamwork; swiftly and effectively address issues that threaten a cohesive working environment.
17. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
18. Perform related duties as assigned.

Qualifications

Knowledge of:

- Principles and practices of public personnel administration, including methods and techniques used in labor relations, negotiations, recruitment and selection, testing, classification and pay, salary and benefits administration, training and equal employment opportunity.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent Federal, State and local laws, codes and regulations.
- Organization and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of effective customer service.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.

- Modern office equipment including use of applicable computer applications.

Ability to:

- Plan, direct and control the administration and operations of the Human Resources Department.
- Prepare and administer department budgets.
- Perform advanced professional level labor relations and employee relations work.
- Develop and implement department policies and procedures.
- Supervise, train and evaluate assigned personnel.
- Gain cooperation through discussion and collaboration.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply Federal, State, District and department policies, procedures, laws and regulations.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret material of a complex and sensitive nature.
- Work with and control sensitive, confidential information.
- Identify and respond to public and Board of Directors' issues and concerns.
- Operate and use modern office equipment including a computer and applicable software.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Responsibility to:

- Take appropriate steps to ensure the safety of personnel.
- Report to the Risk Manager/Safety Officer any work assignment that you feel would require you or departmental personnel to perform the work in an unsafe manner and any safety risks or hazards.

Responsibility to ensure that all personnel under your supervision are:

- Properly trained in safe work practices and procedures.
- Utilizing proper protective equipment.
- Operating equipment properly.
- Acknowledging the use of safeguards by other employees.
- Reporting any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
- Following OSHA regulations. (OSHA requires that those in supervisory positions ensure subordinate personnel adhere to the appropriate safety procedures in performing all duties. Failure to provide proper supervision may result in civil and/or criminal sanctions for the District and the supervisor).

Experience and Education Guidelines

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Seven years of increasingly responsible professional human resources work including three years of administrative and management responsibility.

Education:

Equivalent to a bachelor's degree from an accredited college or university with major course work in human resources, business or public administration or a related field.

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license.

Working Conditions

Environmental Conditions:

Work is normally performed in a temperature controlled office environment subject to typical office noise. Conditions include attendance at evening meetings and irregular hours as necessary to meet deadlines and achieve objectives as well as periodic travel.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various personnel rules; explain and interpret policy; handle conflict.