



Human Resource Manager

Classification: Program Manager (Level 1 or Senior)
Division: Administration
FSLA: Exempt

Reports to: Director
Direct Reports: None

JOB DESCRIPTION: The Human Resources Manager is responsible for the overall administration, coordination and evaluation of the agency's human resources function. Human resources include performance management and leadership development; labor relations and collective bargaining; recruitment and selection; classification, compensation, and benefits administration; human resources training; employee recognition and safety programs. This position participates on the management team and work under general direction of the Director.

Essential Job Functions

Must be able to perform the following essential job functions with or without reasonable accommodation:

- Manage the development and implementation of goals, objectives policies and priorities for the Human Resource and the Agency; recommend and administer employment related policies, procedures, human resource rules and regulations. Advise managers and employees about employment laws, policies and practices. Serve as subject matter expert on HR issues.
- Perform the full range of Human Resource management duties including hiring, training, leadership development, performance management and labor relations. Identify and implement LEAN processes and efficiencies for human resources processes.
- Provide managers with policy interpretation, analysis, and guidance on labor relations, performance management, corrective action or other complex/confidential HR issues.
- Administer the labor contract administration and labor relations. Serve as lead negotiator for collective bargaining and participate on labor / management committees. Investigate grievances and participate in resolutions and other employment claims at the pre-litigation stage. Work closely with agency's risk and liability insurance provider on critical personnel issues.
- Perform investigations for the agency in regards to discrimination, harassment, equal employment opportunities and retaliation. Assist with investigations for employee performance and behavior issues. Maintain investigative records.
- Assist in or conduct management reviews, investigations and research, including developing and reviewing proposed training, performance improvement and corrective actions.
- Plan, develop, implement and evaluate employee recruitment and selection activities for the agency. Implement and report on agency EEO and diversity plans and initiatives.
- Develop and administer compensation and classification program. Write job descriptions, conduct salary and classification studies, analyze compensation, and monitor performance evaluation programs.
- Manage agency leaves of absence, workers compensation, ADA accommodations, critical incidents and employee assistance resources.
- Serve as a liaison between Clark County payroll and benefits departments on behalf of the agency and staff.
- Administer unemployment and workers compensation claims, hearings and documentation. Maintain human resources files, records and reports. Serve on the safety committee.
- Develop and facilitate training programs.
- Develop and manage annual Human Resource budget
- Establish and maintain effective working relationships with managers, employees, outside agencies, vendors and the public
- Participate as needed during emergencies, including emergency operations center activations.
- Performs related duties as assigned.

**MINIMUM JOB QUALIFICATIONS:**

- Bachelor's degree in human resources, social science, psychology or a related field
- At least three (3) years of progressively responsible HR generalist or HR management experience spanning multiple human resources disciplines
 - Experience in public sector and/or unionized environments is preferred
- Possession of such human resources certification(s) as PHR, SPHR, or SHRM-SCP is highly desirable
- Candidates must successfully pass pre-employment reference and criminal history checks

Knowledge of: Current human resource management principles and practices regarding recruitment, classification, compensation, benefits, performance management, leadership development, labor relations, EEO and affirmative action programs, Federal and state employment, labor and wage and hour laws. Correspondence and report preparation, research, and recordkeeping.

Ability to: Apply critical thinking, problem solving and collaboration to the work. Analyze situations thoroughly, identify potential problems, and find and recommend effective solutions. Interpret, apply, and explain policies and procedures. Establish and maintain professional and engaged working relationships. Effectively communicate and express ideas orally and in writing. Work with appropriate initiative, discretion, judgment and organizational skills, meet goals and deadlines in timely manner. Apply guidelines, policies or procedures in diverse situations. Understand and apply laws, theories, principles and techniques to organizational needs. Advise managers on employment, performance and conduct issues and concerns. Effectively use computers, technology and social media applications.

Physical / Sensory Requirement: the following characteristics describe the most common ways this position's essential functions and job tasks are performed. Any incumbent or candidate for this position must be able to perform the essential functions and job tasks with or without reasonable accommodation.

Sight and Vision	Frequency	Criticality of Requirement
<ul style="list-style-type: none">• <i>Close / Fine Visual Acuity.</i> Differentiate and comprehend visual effects of subtlety or precision.	Daily	Important
<ul style="list-style-type: none">• <i>General Visual Acuity.</i> Differentiate and comprehend visual effects of general size, shape and distance.	Daily	Important
Hearing	Frequency	Criticality of Requirement
<ul style="list-style-type: none">• <i>General / Broad Hearing.</i> Differentiate and comprehend:<ul style="list-style-type: none">○ Audio effects or noises (ambient or intrusive) of pitch, volume or tone within the 'normal range'	Daily	Very Important
<ul style="list-style-type: none"><ul style="list-style-type: none">○ Voices (ambient or intrusive) in face-to-face settings, in groups with multiple speakers, over the phone, by radio, etc. of pitch, volume or tone within the 'normal range'	Daily	Very Important
<ul style="list-style-type: none"><ul style="list-style-type: none">○ Verbal speech, language, accents and vocal sounds including the subtleties of speech communication such as intonation, inflection, emphasis and nuance.	Daily	Very Important
Speech	Frequency	Criticality of Requirement
<ul style="list-style-type: none">• <i>General Speech.</i> Communicate orally; express thoughts and emotions by word, sound and gesture.	Hourly / Constantly	Very Important
Touch	Frequency	Criticality of Requirement
<ul style="list-style-type: none">• <i>Basic Repetitive Hand / Arm Motion.</i> Make regular movement (motion) of wrist, hand, fingers, elbow, shoulder, etc. to type, use computer mouse, etc.	Hourly / Constantly	Very Important
<ul style="list-style-type: none">• <i>Reach.</i> Stretch or extend hand, arm, foot, etc. away from body to touch or meet another object.	Hourly / Constantly	Very Important
<ul style="list-style-type: none">• <i>Grasp.</i> Seize and hold object with fingers, palm, arms.	Daily	Important
<ul style="list-style-type: none">• <i>Lift.</i> Move object upward to a higher position; hoist. Typical weight lifted does not exceed 10 lbs.	Weekly / Monthly	Slightly Important



Job Description

- *Push / Pull.* Exert force to move objects towards or away self. Typical pressure doesn't exceed 20 lbs.

Weekly / Monthly

Slightly Important

Physical Coordination	Frequency	Criticality of Requirement
• <i>Sit.</i> Remain in seated position to accomplish work.	Hourly / Constantly	Important
• <i>Stand.</i> Remain in upright position, motionless or steady on the feet to accomplish work.	Weekly / Monthly	Slightly Important
• <i>Walk.</i> Move about or travel on foot to accomplish work.	Daily	Important
• <i>Drive.</i> Operate a motor vehicle to get oneself or others to and from various work locations.	Weekly / Monthly	Slightly Important
Working Memory	Frequency	Criticality of Requirement
• <i>Audio Memory.</i> Retain and retrieve information gained via audio sources.	Hourly / Constantly	Very Important
• <i>Visual Memory.</i> Retain and retrieve information gained via visual sources.	Hourly / Constantly	Very Important
Comprehension	Frequency	Criticality of Requirement
• <i>Rapid Comprehension & Application.</i> Grasp meaning, nature, or importance of information, then quickly and correctly apply knowledge to work or situation.	Weekly / Monthly	Very Important
• <i>Complex Comprehension & Application.</i> Grasp the meaning, nature, and importance of complex, ambiguous or difficult information, and correctly apply knowledge to work or situation.	Weekly / Monthly	Very Important
Environmental Working Conditions	Frequency	Criticality of Requirement
• <i>No Substantial Hazards.</i> Position is not substantially exposed to adverse environmental conditions.	--	--
Level of Physical Activity	Frequency	Criticality of Requirement
• <i>Sedentary Work.</i> Work primarily requires exerting up to 10 lbs of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking or standing are required only occasionally and all other sedentary criteria are met.	Hourly / Constantly	--

EQUAL OPPORTUNITY EMPLOYER

CRESA is an equal opportunity (EEO) employer and does not unlawfully discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, marital status, disability, genetic information, veteran status or any other basis prohibited by federal, state or local law. Recruitment processes are conducted to ensure open competition, equal employment opportunity and prohibit discrimination. Women, minorities, veterans, and persons with disabilities are encouraged to apply. CRESA will provide reasonable accommodation for persons with disabilities during the selection process if requested. Applicants are responsible to notify the Human Resources Manager of the accommodation needed at the time of application or at least two days prior to the date needed. For an alternate format of this information, contact ADA Compliance Office: (360) 992-9205. Washington Relay Service – 7-1-1 or (800) 833-6368

IMMIGRATION LAW NOTICE

Only U.S. Citizens and aliens lawfully authorized to work in the United States will be hired. All new employees will be required to complete and sign an Employment Eligibility Verification form and present documentation verifying identity and employment eligibility.