

# **HUMAN RESOURCES MANAGER**

## **(Range 125)**

### **DEFINITION**

As a strategic business partner, performs a variety of difficult complex professional administrative work related to one or more functional areas within a centralized Human Resources Department for designated business units. Incumbent provides professional advice and counsel to District managers, supervisors and employees and perform their responsibilities with a significant degree of independence and application of professional experience and judgment. Duties may include recruitment and selection, job analysis, classification and compensation; overseeing all personnel records, benefits, time and attendance, insurance and claims administration, and training and career development, and investigations for the Library District.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Assistant Human Resources Director.

Exercises supervision over assigned subordinate Human Resources staff.

### **RESPONSIBILITIES:**

**Essential and marginal functions and responsibilities may include, but are not limited to the following:**

1. Designs and develops comprehensive programs and services related to designated business units in areas such as classification and compensation, management of personnel records, recruitment and selection, performance appraisal, benefits administration, training and employee/organizational development.
2. Collects, analyzes, and records information for the purpose of maintaining accurate records and files.
3. Provides analysis, interpretation, and recommendations on various human resources issues.
4. Collects, monitors, reviews, and analyzes various types of data.
5. Prepares routine and non-routine reports considerably complex in nature to include personnel, training, and recruitment budgets.
6. Complies with all Federal, State, and local laws, codes, and regulations regarding Human Resources functional areas.
7. Interprets, develops, and implements Library District, Branch, and Human Resources Department policies and procedures.
8. Interacts extensively in person, over the telephone, via fax and via e-mail with the general public, District-wide staff and management, outside agencies, and other libraries.

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9. Recognizes and responds to operational problems.
10. Resolves a wide range of routine and non-routine issues and difficulties.
11. Exercises decision making skills.
12. Supervises subordinate staff to include scheduling, training, working with staff to correct deficiencies, and completing performance evaluations.
13. Supervises human resources management systems operations by subordinate staff where accountability for outcomes carries substantial legal compliance consequences.
14. Participates in the preparation and maintenance of job descriptions.
15. Performs job analyses.
16. Coordinates the Library District recruitment and selection process.
17. Assists with the scheduling, coordinating, and lesson plan development for training.
18. Conducts and analyzes salary and benefit surveys.
19. Collaborates with all levels of management on training and development needs.
20. Administers, coordinates, schedules and promotes Library District training programs.
21. Researches, develops, and instructs a wide range of job skills, professional development and Customer Service training for management and non-management employees.
22. Instructs and collaborates with the Human Resources staff on New Employee Orientation Program.
23. Administers and coordinates supervisory training and development programs.
24. Prepares and communicates information to current and former employees about benefit programs, procedures, and changes.
25. Ensures the comprehensive processing of new employees through attending orientations, reviewing paperwork, and new hire packets.
26. Provides career counseling to Library District staff and the general public.
27. Ensures issues regarding COBRA, OBRA, FMLA, PERS, HIPPA, Workers' Compensation, payroll and unemployment compensation are handled promptly and in accordance with established law and Library District policies and procedures.
28. Ensures records and all changes in personnel status are recorded.
29. Utilizes personal computers, the Internet, and e-mail.

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30. Operates office equipment including, but not limited to: copy machine, telephone, and facsimile machine.

**Marginal Functions:**

1. Attends and participates in career fairs and a variety of professional groups and committees.
2. Performs related duties and responsibilities as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

1. Professional human resources principles, and practices.
2. Current trends and developments in the field of human resources administration.
3. Pertinent Federal, State, and local laws, codes, and regulations.
4. Principles and methods for job analysis and job evaluation.
5. Research techniques, sources and availability of current information.
6. Data analysis and interpretation methods and techniques.
7. Adult learning principles, program development, and technology.
8. Professional payroll and benefits administration principles, policies, and practices.
9. Current policy trends and developments in the field of payroll and benefits administration.
10. Report and record keeping methods and techniques.
11. Federal and State laws relating to employee entitlements, benefits and payroll.
12. Basic accounting methods and techniques.
13. Principles of budget administration and control.
14. Library District and Department policies and procedures.
15. Library District terminology and functions.
16. Correct English usage, spelling, punctuation, and grammar.

**Ability to:**

1. Accept and manage change and maintain flexibility.
2. Work quickly and accurately.

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3. Work both independently and as part of a team.
4. Exercise good judgment and make sound decisions.
5. Establish and maintain effective working relationships with those contacted during the course of work.
6. Plan, organize, and review complex projects for accurate and efficient results.
7. Understand and follow oral and written instructions.
8. Communicate clearly and concisely, both orally and in writing.
9. Maintain the mental capacity for effective interaction and communication with others.
10. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
  - standing, walking, or sitting for extended periods of time;
  - bending, reaching, stooping, and pushing;
  - lifting and carrying;
  - operating assigned equipment.
11. Maintain effective auditory and visual perception needed for:
  - making observations;
  - communicating with others;
  - reading and writing;
  - operating assigned equipment.

**Skilled in:**

1. Use of personal computers and associated software.
2. Use of general office equipment.

**Training and Experience:**

Bachelor's degree in Human Resource Management, Public or Business Administration or a closely related field required. Four (4) years of recent (within the last five years) progressively responsible professional work experience in human resources that includes areas such as recruitment and selection, classification and compensation; employee benefits, time and attendance, workers compensation claims administration; employee training/career development, and internal investigations required; or an equivalent combination of training, education, and work experience that provides the necessary knowledge, skills and abilities.

**License, Certificate, or Requirements:**

Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

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**Physical Requirements:**

Essential and marginal functions may require maintaining a physical condition necessary for standing and walking, or frequent light lifting (5 - 10 pounds); occasional moderate lifting (12 - 20 pounds); frequent bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and standing, or sitting for extended periods of time.

Tasks require sound perception, visual perception, and oral communications ability.

**Environmental Requirements:**

Tasks are performed with infrequent exposure to adverse environmental conditions.

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| <b>FLSA:</b>      | <b>EXEMPT</b>   |
| <b>CBA:</b>       | <b>NONE</b>   |
| <b>DEVELOPED:</b> | <b>JULY 1, 1995</b>   |
| <b>REVISED:</b>   | <b>NOVEMBER 25, 1997<br/>JUNE 4, 1998<br/>MAY 22, 2007<br/>AUGUST 15, 2007<br/>SEPTEMBER 13, 2011<br/>JULY 1, 2016<br/>MARCH 13, 2018</b> |