

DIRECTOR, HUMAN RESOURCES

JOB PURPOSE AND SUMMARY

Responsible for providing leadership in the development and execution of the Clark County human resources strategy. The Human Resources Director guides the County's Human Resources department in support of County and department level objectives, with specific focus in the areas of succession planning, recruitment and selection, change management, organizational and performance management, labor relations, HRIS, learning and development, as well as benefits and compensation. The Human Resources Director provides strategic leadership by identifying and articulating human resource needs and plans to the County's senior leadership team, the County Manager and to the Board of County Councilors.

The Human Resource Director receives direction from the County Manager. The incumbent exercises direct supervision over professional and technical staff.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Establishes and implements HR efforts that effectively communicate and support the County's vision and strategic plan.
- Directs the development and implementation of innovative and effective HR strategies and actions across the County.
- Functions as a strategic business advisor to the County's senior leadership team, the County Manager, and the Board of County Councilors regarding key organizational and management issues.
- Develops comprehensive strategic recruiting and retention plans to meet human capital needs throughout the County.
- Promotes organizational change that encompasses diversity and inclusion, and enables all employees to perform at their best.
- Provides overall leadership and guidance to the HR function by overseeing talent acquisition, career development, succession planning, employee and labor relations, HRIS, organizational learning, leadership development, and, compensation and benefits.
- Directs the development and management of the HR budget.
- Assures that HR metrics inform and guide the department's staff and its stakeholders.

- Ensures compliance with all human resources related Federal, State, and local laws and regulations.

QUALIFICATIONS

Education and experience

Bachelor's degree in Human Resources, Business, or a similarly related field; Master's degree preferred; PLUS at least eight years of professional-level human resources experience including at least five years of supervisory or managerial experience; OR any equivalent combination of training and/or experience that provides the required knowledge and abilities to be able to build consensus and deliver on HR strategies throughout the County.

Strength in:

- Planning, developing, and managing HR programs in support of organizational goals and objectives.
- Providing leadership to a team that delivers excellence across all aspects of human resources.
- Coaching and consulting with directors, managers, and employees on a wide range of HR topics.
- Analysis and reporting to measure work and support decision making.

Knowledge of:

- HR theories, methodologies and contemporary practices and principles.
- County operations including sources of revenue and funding.
- HR functions and how they work together in support of County strategies and objectives.
- Federal and state employment labor, wage and hour laws; laws and techniques governing EEO and affirmative action programs.

Ability to:

- Understand and effectively apply the laws, theories, principles and techniques of human resources management to meet organizational needs across complex situations.
- Guide and assist the HR department in preventing and resolving HR issues and concerns.
- Develop and maintain successful working relationships with colleagues, management, labor representatives and employees.
- Serve as an effective spokesperson for the County as an employer of choice in the community.
- Prepare effective reports and analysis, correspondence and other written materials.
- Utilize a range of personal computer resources and applications.
- Communicate persuasively and effectively in a variety of settings.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Incumbents typically work in an office environment and manage multiple priorities. Work can involve face-to-face interactions in stressful or sensitive situations. Attendance at meetings outside regular work hours may occasionally be required. Essential tasks include use of the telephone and personal computer, writing, driving a county or personal vehicle and traveling to conferences, meetings and seminars.

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