

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Human Resources Director

FLSA Status: EXEMPT

Classification: Classified

Terms of Employment: 8 hours per day, 12 months

JOB GOAL: To assist the Superintendent substantially and effectively by providing leadership for planning, development, maintenance, and evaluation of the district's human resources management system to support and facilitate successful educational programs throughout the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor.

1. Complies with the state-approved Code of Ethics of the education profession. Upholds and enforces department/unit rules, administrative directives and regulations, Board policy, and State and Federal regulations.
2. Directs operation and administration of District's Human Resources programs.
3. Coordinates recruitment, selection, employment, and assignment of personnel.
4. Plans, directs and monitors the application and employment process of certificated and classified employees.
5. Maintains liaison with university placement offices.
6. Arranges orientation program for new employees as well as in-service and mandatory training of personnel.
7. Serves as custodian of all regular and confidential personnel records.
8. Develops and maintains personnel forms, methods and procedures.
9. Assists in the development and implementation of district policies and procedures.
10. Assists in the collective bargaining process with various employee groups, in accordance with Nevada Revised Statutes 288.
11. Meets and responds to concerns of bargaining units regarding negotiated agreements and in the administration and enforcement of contractual language in all negotiated agreements, as well as processing grievances through arbitration.
12. Represents the District in personnel matters and ensures compliance with Nevada Revised Statutes.
13. Directs and coordinates all elements of the employee discipline process, including dismissals.
14. Coordinates and directs any reductions in force that may be necessary due to lack of work or financial constraints.
15. Coordinates the development of job descriptions and evaluation systems.
16. Makes recommendations regarding necessary changes in personnel management and administration.
17. Directs and monitors the processing of leave requests in accordance with law, regulation, and District policy.
18. Conducts employment interviews for teaching personnel, exit interviews for retiring personnel and other conferences related to the personnel function when required.
19. Counsels and advises applicants and probationary/permanent employees.
20. Serves as District Title IX Coordinator.
21. Conducts formal and informal investigations of Public Complaints and Title IX complaints pursuant to district policies and administrative regulations.
22. Oversees District volunteer program.
23. Supervises District Level Clerical staff and Personnel Technicians assigned to Human Resources Department.
24. Performs other tasks related to area of responsibilities as requested/assigned by Supervisor.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Knowledge of the principles of supervision and management methods as well as responsibilities regarding all dynamics of Human Resources operations in a school district or related field.
2. Knowledge of modern and current practices related to the recruitment, selection, assignment, and in-service training of personnel.

3. Knowledge of current and traditional methods of collective bargaining and in the administration of all negotiated contracts.
4. Knowledge of the evaluation and discipline process, and compliance with Nevada Revised Statute 391.
5. Knowledge of school district policy and procedure development.
6. Possess high level of interpersonal skills in written and verbal communication with employees, administrators, and the public, as necessary, regarding a variety of issues in order to maintain effective working relationships.
7. Ability to use standard office equipment and computer.
8. Knowledge of related computer software and use of current technological communication processes.
9. Familiar with and assists with the implementation of all District policies and administrative regulations as related to specific assignment.
10. Recognizes and reports hazards, conforms to safety standards as prescribed.
11. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
12. Familiar with District site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.)

POSITION REQUIREMENTS

Education, Training, and Experience:

1. Bachelor's Degree in Human Resources Management or related field required, Master's degree or advanced certification (SPHR, etc.) preferred
2. Minimum 5 - 7 years' experience practicing human resources, preferably in an exempt level role

Licenses and Certifications:

1. Valid Nevada Driver License

Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. Ability to travel throughout the district as needed
3. Compliance with NCSD Drug and Alcohol Testing Policy

WORK ENVIRONMENT:

Strength: Sedentary/light-exert force 10 to 25 lbs. occasionally or a negligible amount of force to lift, carry, push, pull or move objects.

Physical Demands: Frequent reaching, handling, repetitive fine motor activities. Requires mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period of time. Vision: May require frequent near acuity to read printed materials, VDT screens and/or other monitoring devices.

Environmental Conditions: Climate controlled office setting, outside weather conditions traveling to and from District facilities, and exposure to low/moderate noise intensity levels.

Hazards: Furniture, office/library/classroom equipment, communicable diseases.

Working Conditions: Office or suitable workspace with desk, telephone, computer and supplies necessary to carry out functions of position description.


Equal Opportunity Employer

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

Americans with Disabilities Act

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified

individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: 
Superintendent

3-22-17
Date

Acknowledgment

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____

Date: _____

Administrator/Human Resources Name: _____

Administrator/Human Resources Signature: _____

Date: _____