

SECOND JUDICIAL DISTRICT COURT
WASHOE COUNTY
STATE OF NEVADA

**DIRECTOR OF HUMAN RESOURCES AND
ORGANIZATIONAL DEVELOPMENT**
\$81,660.80 - \$106,184.00
Plus a comprehensive benefits package

Announcement: October 31, 2018

Filing Deadline: Open Until Filled

Interested applicants should apply online at <http://www.washoecourts.com>.

A complete application packet will consist of the following items:

- ✓ Completed District Court Application [HERE](#)
- ✓ Cover Letter
- ✓ Resume
- ✓ 6 Professional References
- ✓ Education Verification
- ✓ Human Resources Certification Verification

Applications without these items will be considered deficient. Resumes will not be accepted in lieu of the completed District Court application.

How to apply: Completed application packets should be delivered to:

Julie Wise, Interim Director of Human Resources and Organizational Development
Email: Julie.Wise@washoecourts.us
Fax: 775-325-6601
Phone: 775-325-6623
Hand Delivery: 1 S. Sierra Street, North Tower, 3rd Floor, Family Division
Mail: 75 Court Street
Reno, Nevada 89501

The Second Judicial District Court is an Equal Employment Opportunity Employer

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

This position performs high level human resources work; plans, develops and trains on human resource policies and programs; develops goals and objectives; gathers trends and analyzes data, develops and maintains a comprehensive Human Resources program. Responsibilities involve employee relations,

recruitment and selection, classification and compensation, employee development, performance management, compliance, staffing, training, risk management and payroll. This position is one of the five Executive Leadership positions held within the Court and serves at the pleasure of the District Court Administrator/Clerk of Court.

Leadership

Meet with Court managers and individual employees to clarify and resolve personnel problems and research, analyze, interpret, and apply ordinances, laws, rules, regulations, and agreements.

Propose, recommend, and implement changes to the Court Human Resources Personnel Policies and Procedures Manual.

Provide administrative direction for employee health benefits programs including medical, dental, vision, retiree medical plans, wellness, and employee assistance plans.

Manage Family Medical Leave Act (FMLA), Fitness-for-Duty, and Interactive Process by way of manager and employee coaching and counseling, provide support, conduct the interactive meeting, consider work restrictions, determine plans and document time and needs for a successful return to work.

Provide administrative direction for workforce development, compensation, classification, recruitment, selection, on-boarding, training, technology initiatives, policy development, fair employment practices, pay administration and records maintenance.

Conduct new employee orientation; employee on-boarding process; and exit interviews to understand and formulate action plans.

Develop and implement court wide training programs, which include Human Resources policies and systems, Equal Employment Opportunity regulations, and professional development opportunities for court employees.

Direct the investigation and/or investigate complex human resources matters, including, discrimination, sexual harassment, and other employee related matters.

Prepare and present before a variety of hearing bodies. Represent the Court in Unemployment Hearings and similar hearing appeals and related functions.

Direct and advise the District Court Judges, Executive Leadership Team, department managers, and employees on policy and rule interpretation and application.

Examine and direct employee complaints and recommend alternative solutions.

Plan, organize and supervise work in the areas of budgeting, staffing, selection and recruitment, training and development, classification and compensation, and administrative services.

Coordinate and communicate information on retirement matters between PERS, Washoe County and employees; including audits, information regarding benefits, disability, rate adjustments, and information requests.

Supervision

The Director of Human Resources and Organizational Development is Executive Leadership position, exercising direct supervision over the Human Resources Generalist.

This position guides the performance management process for all court employees; develops, trains and educates managers to pursue opportunities to help employees grow and develop within our organization.

Monitor evaluations and trends, maintain employee records, communicate and notify managers of compliance with employee evaluation policy.

Strategic Planning

Plan and implement recruitment and examination activities including; coordinate job fairs; administer testing; research posting opportunities; ensure a legally defensible recruiting process; develop, draft or rewrite job descriptions; maintain all recruiting records, and maintain high level support throughout the recruitment lifecycle.

Review positions and recommend appropriate classification and compensation levels; engage in wage surveys; research and analyze pay practices to ensure competitive, legally defensible pay policies; ensure competitive edge in market.

Research programs for consideration to the Court to enhance services and to provide a healthy balance for employees and the Court.

Develop and administer the budget for the department, which includes justifying staffing, equipment, training and supplies required to provide human resources services and carry out the department's mission.

Assists the District Court Administrator/Clerk of the Court in developing, planning, and implementing goals and objectives for the District Court.

Stakeholder Relationships

As assigned or approved by the District Court Administrator/Clerk of the Court, attends and participates in professional groups and committees; stays abreast of new trends and innovations in the field of public/court administration; within budgetary limitations, ensures attendance at appropriate levels of human resources conferences and training to maintain a current knowledge level within the profession.

Serve as the Public Employees' Retirement System (PERS), optional retirement savings accounts, supplemental and other benefit options, and acts as the County Liaison for human resource matters.

Technical Oversight

Develop human resources related programs, policies, and procedures for the Court that is in compliance with Federal, State, EEOC guidelines, and best business practices.

Manage the Human Resources Information System (HRIS) to ensure compliance and accuracy with employee information, merit increases, longevity pay, health benefits and related information for a correct employee record. Manage bi-weekly employee payroll; enter time; check for accuracy and encourages managers to review and approve employee timecards. Provide backup support to managers when needed.

Maintain knowledge of industry trends and employment legislation and ensure agency's compliance.

Consult with legal counsel on personnel matters as appropriate or directed by Court Administrator.

Establish and maintain department records including employee files, confidential files, background information and reports.

Analyze trends in turnover, sick leave usage, and employee assistance program utilization rates in order to provide cost efficient human resources policies, procedures, and services.

Manage workers compensation, safety and risk management program including to provide adequate training for supervisors and employees; ensuring the program is compliant, and meets all regulatory requirements.

Ensure that all court personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

Provide leadership oversight to develop a comprehensive training program for compliance on policies, procedures, and regulations for the development of our workforce and to enhance our culture.

OTHER JOB-RELATED DUTIES

Performs related duties as assigned.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance

Knowledge of

Court personnel policies and procedures.

Federal, state, and local laws, statutes, codes, regulations and standards pertaining to human resources administration.

Computer software specific to the Court and the County, word processing, spreadsheets, and database applications.

Principles and practices, supervision, training, and performance evaluation.

Principles and practices of public human resources administration; including classification, compensation, recruitment, testing, and test validation methodologies.

Modern principles and practices of public administration; including budgeting, staffing, and organization.

Principles of equal employment opportunity and affirmative action.

Principles and practices of leadership, management and supervision for program planning, implementation, and administration.

Ability to

Plan, coordinate, and direct the operations of the Second Judicial District Court's programs to accomplish established goals and maximize efficiency.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

Develop short and long-range plans for delivery of human resource services to all Court employees and develop progressive human resource programs and practices to implement plans.

Monitor changes in laws and regulations related to human resources, evaluate impact on the Court, and develop and implement required policies to ensure compliance. This task will be completed in collaboration with Court Administration and legal counsel.

Evaluate and analyze complex operational problems, develop sound conclusions, and make effective decisions and/or recommendations.

Assess situations, make logical decisions, and implement effective courses of action.

Communicate effectively, both orally and in writing.

Interpret and apply regulations, policies, and procedures.

Maintain effective working relationships with judges, management, staff, employees, employee representatives, and the general public.

Exercise patience, empathy and understanding throughout highly stressful and emotions situations. Remain calm during conflict for effective employee relations.

SPECIAL REQUIREMENTS

Ability to work in a standard office environment.

Ability to lift and move objects weighing up to 50 pounds.

Ability to use office equipment including computers, telephones, calculators, copiers, and fax machines.

MINIMUM QUALIFICATIONS

Minimum Education and Experience

Master Degree from an accredited college or university in Human Resources Management or a closely related field.

Five years of full-time executive-level human resources experience and supervising human resources staff.

Certification in human resources (e.g., PHR, SPHR through HRCI or SHRM).

Preferred

Experience with SAP or similar HRIS system. Certification by the Institute for Court Management of the National Center for State Courts. Mediation skills training.