



Nye County School District - Human Resources

Job Description

Title: Senior Human Resources Generalist	Classification: Classified
FLSA Status: EXEMPT	Terms of Employment: 12 months, 8 hours per day

JOB GOAL: The Senior Human Resources Generalist will assist the Director of Human Resources with oversight of the daily functions of the Human Resources department by coordinating routine departmental activities and executing both routine and non-routine confidential duties in strict accordance with Nye County School District policies and regulations.

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 which does not conflict with NCSD Policies and Administrative regulations.

1. Assist the Director of Human Resources in the daily administration of employee services as directed or assigned, including recruitment and selection, promotions, transfers, contract negotiation and administration, job classification, performance evaluation, and employee relations in accordance with quality management principles and overall objectives of the organization.
2. Develop, prepare, generate, and analyze ongoing and ad-hoc special reports pertaining to employee personnel information and data, including issues such as staffing levels/deployment, turnover, absenteeism, recruitment, applicant tracking, compensation, promotions, all state mandated staffing reports to Nevada Department of Education, as well as various reports requested by district employees or external agencies.
3. Manage the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for certified, administrator, and district-level roles; collaborate with departmental managers to understand skills and competencies required for openings.
4. Maintain knowledge of trends, best practices, regulatory changes, and new technologies in Human Resources, talent management, and employment law.
5. Assist the Director of Human Resources in partnering with the leadership team to understand and execute the organization's talent and acquisition strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
6. Assist in analyzing trends in compensation; research and propose competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
7. Assist in the creation of training and development programs and initiatives that provide internal development opportunities for employees.
8. Assist in employee investigations, disciplinary meetings, and terminations.
9. Assist in preparing and distributing confidential correspondence for the Superintendent regarding privileged information and highly confidential personnel issues.
10. Assist in maintaining compliance with federal, state, and local employment laws and regulations, and recommended best practices.
11. Exercise in-depth knowledge, initiative and judgment when interpreting and communicating school policies, regulations, Negotiated Agreements, and legal requirements.
12. Provide courteous, responsive, and accurate information to the public, administration, and employees regarding employment opportunities, salary, and other personnel related issues.
13. Create and maintain integrity and confidentiality of departmental records and employee documentation, as well as all personnel files and documents. Enter and track employees, licensure, ESSA status, salary schedule placement, evaluations, and other employee and position information in HR systems and tracking lists.
14. Coordinate recruitment activities and advertisement of vacancies on internal applicant tracking site, district website, all external job posting sites, and social media platforms.
15. Process applications, as well as implementing pre-employment background checks, assessments, employment verification, and Social Security verification, as assigned.

16. Establish qualified application pools for supervisors, and assist with monitoring the application, transfer, and hiring processes for vacant positions to ensure compliance with Negotiated Agreement.
17. Assist with scheduling applicant screening and interview committees, and with the preparation of interview questions and packets.
18. Coordinate and administer all phases of the activities for successful onboarding of employees.
19. Responsible for the evaluation of applicant experience, training, transcripts, and/or confidential profiles for compliance with minimum qualifications, employment eligibility, and/or compensations, as well as determining ESSA status and salary movement.
20. Generate and distribute employee badges and network access requests for employees.
21. Prepare and track employee contracts and letters of intent.
22. Responsible for the coordination and deployment of employee orientations and training.
23. Assists Finance department with creation and tracking of accurate ePARS, and updating of positions and employees in HR systems and tracking lists.
24. Maintain detailed and accurate records of bargaining unit seniority lists, recall lists, reduction in force lists and processes, as well as vacancy lists, and transfer processes, pursuant to Negotiated Agreements.
25. Responsible for the reduction in force process, including identifying personnel who are affected per administration and notification of personnel.
26. Responsible for tracking of employee evaluations and training records.
27. Complete employment verification forms and letters requested by other employers, lenders, social services departments, etc. for current and former employees.
28. Responsible for the maintenance of the Human Resources pages on the NCSD website, as well as internal settings in HR systems.
29. Responsible for research and submission of Unemployment claims responses and participating in hearings.
30. Assist in the development, implementation, and review of district policies and procedures.
31. Assist in the development, implementation, and review of the Drug and Alcohol Testing Program.
32. Assist in the development, implementation, and review of job descriptions, evaluation systems, personnel forms, methods, and procedures.
33. Assist in the collective bargaining process with various employee groups, in accordance with Nevada Revised Statutes 288.
34. Assist with oversight of daily operations of Human Resources personnel, providing guidance on work priorities and monitoring task completion.
35. Collaborate with Human Resources personnel to support development and promote the consistent delivery of Human Resources support across the district.
36. Perform other tasks related to area of responsibilities as assigned by Supervisor.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Demonstration of responsible decision making and ability to organize complex records, confidential records, data processing/analysis, and performance of duties at a responsible level with minimum supervision.
2. Demonstrated ability to cooperate with management, staff, outside agencies, and the public.
3. Knowledge of general office procedures, business machines, computers, word processing, and various software programs.
4. Ability to plan and organize work activities and to work under pressure, meet deadlines, and to exercise flexibility with new tasks as priorities change.
5. Ability to concentrate on accuracy of details, maintain detailed records, and apply established procedures to work activities.
6. Possess excellent written and oral communication skills, organizational skills, interpersonal skills and analytical ability.
7. Ability to assist Human Resources Director with privileged information while maintaining the highest degree of confidentiality.
8. Familiar with and understands FERPA, HIPAA, and other confidentiality requirements in an educational setting.
9. Familiarity with and ability to support the implementation of district policies and administrative regulations related to assigned duties.
10. Ability to recognize and report safety hazards and unauthorized individuals on campus, and respond appropriately to incidents requiring immediate attention.
11. Awareness of and participation in district and school emergency response procedures, including fire drills, lockdowns, evacuations, and other safety protocols.

POSITION REQUIREMENTS

Education, Training, and Experience:

1. Associate's degree or Bachelor's degree in Human Resources or related field, or equivalent education and experience
2. Three (3)-Five (5) Years' Experience in Human Resources or related field
3. PHR or SHRM-CP Certification, required

Licenses and Certifications:

1. Valid Nevada Driver License

Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. Compliance with NCSD Drug and Alcohol Testing Policy

WORK ENVIRONMENT:

Strength: Occasionally required to lift or carry equipment up to 50 lbs.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, stooping, reaching, handling and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Stamina to remain seated and maintain concentration for an extended period of time.

Vision: Frequent near acuity, occasional far acuity. Vision to read printed materials, a VDT screen 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 equipment, communicable diseases, chemicals and fumes, and potential electrical hazards during installation procedures.

Working Conditions: Office or suitable workspace with computer and office equipment necessary to carry out functions of position.

Approved by: _____
Superintendent

Date



Nye County School District

NOTICE OF NONDISCRIMINATION ON THE BASIS OF SEX UNDER TITLE IX

Nye County School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to NCSD's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both:

Michelle "Chelle" Wright, PHR, CLRP
Director of Human Resources/Title IX Coordinator
Nye County School District
484 S. West St., Pahrump, NV 89048 · 775-727-7743, extension 300
title9coordinator@nyeschools.org

NCSD's nondiscrimination policy and grievance procedures can be located at:
<https://bit.ly/NCSDPolicies-AdminRegs>.

(NCSD Policies and Administrative Regulations 0210/0210aR/0210bR/0210cR, 0211/0211R, 0212/0212R, 0213/0213aR/0213bR/0213cR, and 6110/ 6110R)

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to title9coordinator@nyeschools.org.

Contact information for OCR is available here: <https://ocrcas.ed.gov/contact-ocr>.

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 in its programs and activities, on the basis of race, color, national origin, religion, gender, disability, age, pregnancy, sexual orientation, ancestry, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard, and provides equal access to the Boy Scouts and other designated youth groups.

Americans with Disabilities Act

It is the policy of Nye County School District to comply with all federal and state laws concerning the employment of individuals with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, and conditions and privileges of employment.

Nye County School District will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to Nye County School District. Please contact Human Resources or the Section 504 Coordinator with any questions or requests for accommodation.

Shanda Roderick
Director of Special Education/Section 504 Coordinator
Nye County School District
Special Education Support Services
484 S. West St., Pahrump, NV 89048 · 775-751-4015