



JOB ANNOUNCEMENT *General Public Vacancy*

OPEN DATE: April 24, 2025
CLOSE DATE: Open Until Filled

JOB TITLE: Human Resources Director

PAY RANGE: \$70,000+ (based on experience)

DEPARTMENT: Human Resources

SUMMARY:

The Human Resources Director guides and manages the overall provision of Human Resources services, policies, and program for the entire City.

DUTIES AND RESPONSIBILITIES:

- Oversees all Human Resources functions and staff.
- Develops, administers, and updates personnel rules and regulations approved by Mayor, City Manager and City Council.
- Develops annual budget, monitors expenditures, and ensures procurement codes are enforced.
- Works with departments in developing a comprehensive succession plan.
- Performs job task analysis and position audits to determine the duties, qualification, education, salary, and experience requirement of specific job descriptions.
- Monitors current labor laws and court cases that affect employees.
- Develops, administers, and maintains the City of Las Vegas classification and compensation plan in conjunction with the collective bargaining unit; develops, administers, and oversees three (3) pay plans.
- Conducts and/or delegates the investigation of formal complaints and grievance; in consultation with legal, reports finding to City Manager with recommendation for action.
- Develops and/or revises human resource rules, policies, and procedures to increase effectiveness of overall human resource programs.
- Participates in Department Head meetings; makes recommendations for management, organization, and operational improvement in all areas of city service.
- Investigates, documents, reviews, negotiates, adjust, and works with attorneys and adjusters to coordinate work; provides information for negotiation of settlements and lawsuits.
- Administers the random drug screening.
- Assists departments in understanding and enforcing the City of Las Vegas Personnel Policies and regulations, personnel actions and grievance and appeal procedures as well as following current contract provisions for all bargaining units.
- Monitors evaluations, interviews and ensuring the hiring process is being followed.
- Provides guidance to employees on personnel issues such as PERA, promotions, transfers, policies and procedures, counseling and any other employee concerns regarding safety, welfare, wellness and health.
- Assists Personnel Officer in coordinating and administering Labor Contracts.
- Develops and coordinates special projects or other programs related to department as needed.
- Performs other related work assigned.

Human Resources Director

Page 1 of 3

MINIMUM JOB QUALIFICATIONS:

- Bachelor's Degree (BA) in Human Resources or field related.
- Four (4) years of progressively responsible experience in public sector human resources, of which at least one (1) year has been in an executive level management/supervisory position.

PREFERRED JOB QUALIFICATIONS:

- Master's Degree (MA) in Human Resources or field related.
- Specialized training in employment law, compensation, organizational planning, organization development, employee relations, safety, training, and preventative labor relations.
- Active affiliation with appropriate Human Resources networks and organizations and ongoing community involvement.

EMPLOYMENT REQUIREMENTS:

- Must possess and maintain an insurable New Mexico Class D Driver's License.
- High school diploma or equivalent.

KNOWLEDGE, SKILLS AND ABILITIES:

- Broad knowledge and experience in employment law, compensation, organizational planning, organization development, employee relations, safety, and training and development.
- Considerable knowledge of principles and practices of human resources administration, labor relations, equal employment opportunity, affirmative action, federal guidelines, and job classification and compensation.
- Excellent management skills and the ability to lead, educate and develop staff. Ability to write comprehensive reports using statistical analysis.
- Ability to present information clearly and concisely both orally and in writing.
- Establish effective working relationships with staff, other city department staff, public officials, and the general public.
- Ability to serve as a successful participant on the executive management team that provides company leadership and direction.
- Ability to understand, interpret, and apply all relevant laws, rules, regulations, policies, and procedures.
- Ability to prioritize tasks and manage time; meet deadlines.
- Computer skills in a Microsoft Windows environment. Must include Excel and skills in database management and record keeping.
- Knowledge in the administration of benefits and compensation programs and other Human Resources programs.
- Organizational and time skills with strong attention to detail.
- High degree of initiative; self-starter; principles and practices of leadership.
- High level of confidentiality.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

- Work is performed primarily in an office setting indoors.
- Work requires occasional travel.
- Work requires occasional evening and weekend work in order to meet deadlines.
- Work requires frequent sitting, standing, and walking, reaching, climbing, kneeling.

NOTE: This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.

APPLICATION PROCEDURE – A complete application package will include a 1) Letter of Interest, 2) Resume, and 3) City of Las Vegas Employment Application.

Human Resources Director

The employment application is available at:
<https://www.lasvegasnm.gov/general-7-1>

Application Materials can be sent to: Human Resources Department
1700 N Grand Avenue
Las Vegas, NM 87701

OR send via email to: consuelo@lasvegasnm.gov

Reviewed and approved for publishing by:



Timothy Montgomery, City Manager



Consuelo Gallegos, Benefits Coordinator