



REGIONAL TRANSPORTATION COMMISSION

Public Transportation • Streets and Highways • Planning

**POSITION ANNOUNCEMENT -- OPEN COMPETITIVE RECRUITMENT
HUMAN RESOURCES ANALYST**

Application deadline 5:00 P.M., Friday July 26, 2024

SALARY RANGE 31 (non-exempt): \$31.47 to \$46.25 per hour, depending on qualifications.

TO APPLY: Please go to <https://rtcwashoe.com/news/careers/> to apply online. Applicants must also attach a cover letter describing their interest in the position. Applications and cover letters must be received no later than **5:00 PM, Friday July 26, 2024** to be considered.

THE JOB: The incumbent provides advice in routine matters related to recruitment, employee performance, staff training, and employee benefits. The incumbent also interprets policies, procedures and personnel rules, ensuring they are applied uniformly and consistently. The incumbent assists with developing or revising policies and procedures and participates in planning and process flow and measurement. The incumbent may monitor or revise processes to ensure agency compliance with Federal, state and local human resource regulations and maintains employee data and records to ensure accuracy and compliance with applicable regulations. The incumbent may compile data and complete reports within specified timelines as required by the agency and/or Federal or state regulations.

MINIMUM QUALIFICATIONS: Bachelor's degree in psychology, sociology, human resources, business administration or related area; four to five years work experience as a human resources generalist; OR equivalent combination of commensurate education and experience. Must have the physical ability to sit for extended periods; ability to frequently stand and walk; ability to lift and move objects up to 25 lbs.; ability to use office equipment including computer, telephones, copiers, and fax.

PREFERRED QUALIFICATIONS: The ideal candidate has: knowledge of employment laws such as the Family & Medical Leave Act, the Americans with Disabilities Act, HIPAA, federal Title VII, and Nevada Revised Statutes; knowledge of human resources filing, record keeping, and tracking practices; and skill in communicating and interpreting policies and procedures to supervisors and employees.

ABOUT THE PROCESS: Applications will be evaluated to determine those candidates whose background and experience most closely meets the agency's needs. The most qualified candidates will be invited to participate in the next phase of the examination process, which is a panel interview with key staff that may include assessment exercise(s) to demonstrate possession of required knowledge, skills and abilities.

**Drug Free Workplace
Affirmative Action/Equal Opportunity Employer
Women and minorities are encouraged to apply**