

JOE LOMBARDO
Governor

STATE OF NEVADA



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Jan B. Leggett
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Northern Nevada
5390 Kietzke Lane, Suite 102
Reno, NV 89511
(775) 688-1141
Fax (775) 688-1271
Investigations: (775) 688-1150

www.nscb.nv.gov

Southern Nevada
8400 West Sunset Road, Suite 150
Las Vegas, NV 89113
(702) 486-1100
Fax (702) 486-1190
Investigations: (702) 486-1160

STATE CONTRACTORS BOARD

JOB OPPORTUNITY **Nevada State Contractors Board** **Human Resource Specialist** **Las Vegas, Nevada**

Recruitment open until filled
Office Hours: 7:00 am – 4:00 pm, Monday-Friday

JOB TITLE: Human Resource Specialist

The Nevada State Contractors Board (NSCB) is seeking a full-time Human Resource Specialist and requests all interested and qualified person to apply. The position reports to the Executive Officer in Las Vegas, Nevada.

The successful candidate will be responsible for supporting the NSCB's workforce by managing hiring processes, employee relations, benefits, and compliance with Federal and State labor laws.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Administer HR policies, procedures, and programs across the organization in accordance with NSCB policies and procedures
- Support recruitment and retention efforts, including job postings, screening candidates, and coordinating interviews
- Manage onboarding, lifecycle management and offboarding processes to ensure a smooth employee experience
- Perform special projects, organizational surveys, data analysis, needs assessments, and conduct HR presentations
- Participate in job fairs, public outreach, and workforce development initiatives
- Maintain employee records and ensure data accuracy in HR systems
- Assist with benefits administration, including enrollment and employee inquiries
- Provide guidance to employees and managers on HR-related matters
- Support performance management processes and employee development initiatives

- Ensure compliance and develop SOPs to assure compliance with federal, state, and local employment laws and regulations
- Serve as a primary agency representative for all HR issues to include discipline, grievances, FMLA, EEOC, DETR, leave and pay disputes, progressive employee discipline, adverse actions, and personnel records.
- Assist with HR investigations, employee relation issues, and conflict resolution
- Generate HR reports and support audits as needed
- Coordinate and conduct professional development trainings
- Update Employee Handbooks, disciplinary processes and HR policy and procedures
- Other duties as required for the position.

EDUCATION AND EXPERIENCE

- Bachelor's degree in Human Resources, Business Administration, or related field
- 3-5 years of HR experience
- Knowledge of HR best practices and employment laws

SKILLS AND ABILITIES

- Excellent problem solving and conflict resolution
- Excellent working knowledge of MS Word and Excel
- Strong interpersonal and communication skills
- Excellent organizational and problem-solving abilities

SALARY AND BENEFITS

Starting annual salary is between \$60,000 to 84,000; to be determined based on experience. Benefit package includes Medical, Dental, Vision, 401 and 457 pension plans. The Board is a quasi-State agency and employees are not participants in the Nevada P.E.R.S. retirement program

HOW TO APPLY

Interested persons may submit their resume to recruit7@nscb.state.nv.us