



CITY OF RENO

CIVIL SERVICE COMMISSION - AN EQUAL OPPORTUNITY EMPLOYER

INVITES APPLICATIONS FOR THE POSITION OF:

CHIEF EXAMINER (DIRECTOR OF CIVIL SERVICE)

CLOSING DATE: Friday, June 29, 2018, 5:00 PM Pacific Time

SALARY

\$100,000.00 - \$131,000.00 Annually, plus an Excellent Management Benefit Package

BENEFIT PACKAGE

No state income tax.

Nevada PERS retirement plan with vesting in 5 years.

No social security participation, but Medicare deduction required (1.45%).

City paid medical, dental, and vision insurance coverage; paid 100% for employee and dependents.

City paid life insurance and long term disability insurance.

Twelve paid holidays.

Deferred compensation plans 457 and 401(a) available, with up to a 5% City match.

Vacation leave accrued at 5 hours per bi-weekly pay period.

Sick leave accrued at 4 hours per bi-weekly pay period.

APPLICANTS FOR THIS RECRUITMENT CAN ONLY APPLY THROUGH DENNIS A. JOINER AND ASSOCIATES. This recruitment will require a resume, three professional references and completion of a detailed supplemental questionnaire by the June 29, 2018 deadline. Detailed information about the position, how to apply, the examination process, the supplemental questionnaire, and the classification specification are all available at joinertests.com.

THE POSITION

Under direction of the Civil Service Commission serves as the Director of Civil Service: plans, directs, manages, and oversees the activities and operations of the Civil Service System including recruitment, evaluation, appointment, promotion, and retention of employees in the classified service; coordinates assigned activities with City administration, Human Resources, operating departments, and outside agencies; and provides highly responsible and complex administrative support to the Civil Service Commission.

MINIMUM QUALIFICATIONS:

Education/Training:

A Bachelor's degree from an accredited college or university in Psychology, Human Resource Management, Public Administration, Public Policy Administration, Business Administration or a related field.

Experience:

Seven years of increasingly responsible professional level human resources experience involving position evaluation, recruitment, and employee selection procedures in a public-sector merit based system and/or civil service merit based system, including a minimum of four years of administrative, supervisory, and project management responsibility.

IDEAL CANDIDATE QUALIFICATIONS:

Education/Training:

Master's Degree from an accredited college or university in Industrial/Organizational Psychology, Human Resource Management, Public Administration, Public Policy Administration, or a closely related field.

Experience:

More than seven years of increasingly responsible professional level human resources experience involving the planning, design, implementation, and evaluation of workforce development programs with an emphasis in position analysis, recruitment, employee selection procedures, workforce diversification, and employee development in a public-sector merit based system and/or civil service merit based system, including a minimum of four years of administrative and supervisory responsibility.

For more information and to apply for this position, visit joinertests.com.