



Join Our Team

An Exciting and Rewarding Career Opportunity

Southern Nevada Regional Housing Authority

Announcement Number	Job Title
25-011	Senior Management Analyst – Employee/Labor Relations
Number of Openings	Compensation (Depending on Experience, DOE)
One (Full-Time, 7 AM to 6 PM, Mon-Thurs)	\$76,602.00 (Step 1) - \$122,459.00 (Step 20) annually

Opening Date	Closing Date
March 20, 2025 <i>Applications are reviewed on a rolling basis.</i>	April 3, 2025 (or until filled) <i>The closing date may be earlier based on the number of applications received.</i>
To Apply and Required Documents	Conditions of Employment
<p>This position is open to both internal and external applicants. Applicants should:</p> <ul style="list-style-type: none"> ▪ Complete an application online - to apply, click here ▪ Submit a cover letter and resume <p style="text-align: center;">Only complete applications will be considered.</p> <p><i>*Applicants who meet minimum qualifications are not guaranteed an interview.</i></p>	<p>Upon a conditional offer of employment, the candidate must successfully:</p> <ul style="list-style-type: none"> ▪ Complete a background investigation which may include: <i>(education, criminal history, credit, fingerprints, and DMV)</i> ▪ Pass a workplace drug test within 72 hours* ▪ Possess a valid State of Nevada driver's license ▪ Possess a clean driving record

**As a federally-funded employer, although legal in the state of Nevada, marijuana is restricted under Federal guidelines.*

Employee Benefits
<p>Pay is only part of your generous compensation package for our premier agency. Employees enjoy a 3-day weekend; free parking; 2 weeks vacations (years 1 and 2); 13 sick days; 13 paid holidays, including your birthday; medical, dental, and vision insurance – 100% employer paid (employee only); health and dependent care flexible spending accounts; life and long-term disability insurance (employer paid); 457B Deferred Compensation Plan; Public Employee Retirement System (PERS) – 100% Employer-Funded or Employee/Employer-Funded (50%/50%); Employee Assistance Program (EAP); and a host of voluntary employee benefits options. Student loan forgiveness is available to qualified individuals, according to the Public Service Loan Forgiveness (PSLF) program.</p>

Overview
<p>The Southern Nevada Regional Housing Authority (SNVRHA) is recruiting a Senior Management Analyst – Employee/Labor Relations in Human Resources to join our team. SNRHA provides affordable housing to low- and moderate-income households through its public and affordable housing programs. Our team comprises 200+ committed and caring professionals who support our mission and the clients and communities we serve. Our success is built upon the contributions of our valued employees. To learn more, please visit us online - www.snrha.org.</p> <p>If relocating from out-of-state, more than its famous Strip, which provides endless entertainment opportunities for locals and tourists, Las Vegas, Nevada also offers a family-friendly environment with wonderful neighborhoods, affordable living, warm weather, outdoor wonders (hiking, climbing, snow-skiing, boating, sightseeing, and more), professional sports, and world-class restaurants. Las Vegas is home to the University of Nevada, Las Vegas (UNLV) and a few hour's drive to beach destinations in Southern California, the Grand Canyon in Arizona, and national parks and ski resorts in Utah. Nevada is among the most tax-friendly states in the U.S., with residents enjoying no state income tax, county income tax, inheritance tax, and lower property taxes.</p>

Position Summary
<p>The Senior Management Analyst – Employee/Labor Relations is responsible for coordinating and directing functions to support the organization's Human Resource Department. The incumbent is primarily responsible for employee relations and labor relations in a unionized environment.</p>

Duties and Responsibilities

Southern Nevada Regional Housing Authority (SNRHA) is an Equal Opportunity Employer

SNRHA prohibits discrimination and harassment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status, genetics, or any other characteristic protected by federal, state, or local laws.

This announcement summarizes typical job functions and does not exhaustively or comprehensively list all duties and responsibilities. This position is accountable for performing the following duties and responsibilities, with or without reasonable accommodation.

The duties listed below illustrate the various types of work performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or logically associated with this position.

Analyze information and data necessary to define and discern the cost and policy implications of negotiations and disputes. This may include management and union proposals, pay scales and wages, benefits, working conditions, and other mitigating circumstances.

Uses surveys, interviews, and other studies to conduct research regarding human resource policies, compensation, and other employment issues. After analyzing the information, make recommendations regarding changes.

Research and explain laws and legal matters concerning employment to managers, supervisors, and employees.

Advise and train managers and supervisors in best employee relations practices and strategies for managing supervisor problems and employee grievances. Develop further training as needed.

Support the organization in contract negotiations, meetings, and negotiations with employee and labor organizations.

Collaborates with legal counsel as needed to ensure compliance with laws and best practices.

Conduct impartial and thorough investigations into complaints from employees, the public, and governmental agencies. Provide written documentation and recommendations based on the investigative findings. Assist with and support supervisors in disciplinary activity.

Apply initiative, critical thinking, and effective communication skills to independently assess complex situations, exercise sound judgment, and make recommendations that align with Federal, state, and local labor laws, union agreements, and internal policies.

Respond promptly to inquiries and concerns from staff and the general public, analyze issues to recommend corrective actions, and prepare clear, concise summary reports as needed.

Engage with internal stakeholders to identify organizational needs and develop actionable HR solutions that drive effective and efficient operations.

Maintain confidentiality regarding information obtained through the position. Adhere to the confidentiality standards of the Privacy Act of 1974, {U.S.C. § 552A} as amended.

Perform related duties and responsibilities as required.

*This position is **NOT** eligible for participation in the collective bargaining unit (SEIU), representing certain Southern Nevada Regional Housing Authority employees.*

Minimum Qualifications

Minimum qualifications are intended to identify applicants most likely to perform successfully. Applicants who meet minimum qualifications are not guaranteed an interview; however, they are further assessed to determine how well they meet the position's minimum qualifications and the agency's immediate needs. Applicants should possess the following:

Bachelor's degree with coursework in business management, human resource management, public administration or related field, Master's degree preferred. Three years of work experience in employee/labor relations or closely related field, preferably in a unionized environment.

Licenses and Certifications:

A valid Nevada state-issued Driver's license is required at the time of application.

SNRHA utilizes Criteria for online employment testing. Successful candidates will be invited via email to participate in the testing for further consideration in the recruitment process. Failure to participate in the testing is considered a withdrawal by the candidate.

Southern Nevada Regional Housing Authority (SNRHA) is an Equal Opportunity Employer

SNRHA prohibits discrimination and harassment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status, genetics, or any other characteristic protected by federal, state, or local laws.

Preferred Qualifications

Preferred qualifications are desired above and beyond minimum qualifications that demonstrate additional education, experience, training, or other credentials. Preference may be given to applicants who possess the following preferred qualifications:

- Previous public agency experience.

Screening and Selection

Applicants who meet minimum qualifications may be further considered. Evaluation factors include but are not limited to, a cover letter and resume, writing samples, pre-employment testing/assessments, panel interviews, references, performance evaluations, and background investigation.

SNRHA utilizes Criteria for online employment testing. Successful candidates will be invited via email to participate in the testing for further consideration in the recruitment process. Failure to participate in the testing is considered a withdrawal by the candidate.

Reasonable Accommodation

If you require a reasonable accommodation to participate in our hiring process, contact the HR Department (702.477.3170).

Southern Nevada Regional Housing Authority (SNRHA) is an Equal Opportunity Employer

SNRHA prohibits discrimination and harassment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status, genetics, or any other characteristic protected by federal, state, or local laws.