



City of Henderson

Human Resources Business Partner - Recruitment & Talent Acquisition

SALARY	\$3,275.09 - \$4,912.64 Biweekly \$85,152.42 - \$127,728.64 Annually	LOCATION	Henderson, NV
JOB TYPE	Full Time	JOB NUMBER	0746SEP26-P-MLM
DEPARTMENT	Human Resources	OPENING DATE	09/29/2026
CLOSING DATE	Continuous		

Position Overview



This is an open and continuous recruitment which will remain open for a minimum of fourteen (14) calendar days and close without notice once a sufficient pool of highly-qualified candidates has been created.

The City of Henderson announces an examination to create an eligibility list and to fill one (1) vacancy for the classification of Human Resources Business Partner, assigned to Talent Acquisition and Recruitment, in the Department of Human Resources. The eligibility list may be utilized to fill vacancies for this classification for up to one (1) year.

Under general direction, is responsible for the day-to-day operations of the employee and labor relations or workforce planning, full-cycle recruitment, and talent acquisition functions for the City of Henderson; and performs related duties as assigned.

Successful candidates for this position will possess:

- Experience working with labor contracts and/or collective bargaining agreements;
- Experience with strategic workforce planning, developing talent acquisition strategies, and full-cycle recruiting;
- Exceptional honesty and integrity, and strong relationship-management skills;
- Political savvy and the ability to work with a wide-variety of stakeholders; and
- The ability to multi-task and adapt to shifting and competing priorities.

Salary and Benefits:

The City of Henderson offers a competitive compensation package that includes a four-day workweek, retirement benefits through Nevada PERS, tuition reimbursement, deferred compensation matching, and more.

For complete details, please click the **Benefits** tab at the top of this posting.

[Click here to familiarize yourself with the job and its physical requirements.](#)

[Click here to learn more about the Human Resources Department.](#)

[Click here to see what it's like to live in/visit Henderson.](#)

[Click here to visit our Candidate Success page.](#)

Salary placement for non-represented positions is based on a comprehensive compensation review and takes into consideration the candidate's qualifications as well as internal equity.

Minimum Qualifications

- Bachelor's Degree from an accredited college or university in Business, Human Resources Management, or a closely related field
- Five (5) years of human resources generalist, supervisory, or management experience in multiple human resources disciplines
- Note: An equivalent combination of related education, training, and experience may be considered
- Must pass a nationwide fingerprint-based record check, and a wants/warrants check
- Must obtain and maintain Security Awareness and National Crime Information Center (NCIC)/Nevada Criminal Justice Information System (NCJIS) certification upon hire/transfer and recertify as needed. Must maintain certifications in NCIC/NCJIS as a condition of continued employment.
- Desirable: Professional in Human Resources (PHR), Senior Professional in Human Resources (SPHR), Public Sector Human Resources Association Certified Professional (PSHRA-CP), or Public Sector Human Resources Association Senior Certified Professional (PSHRA-SCP)

Required Documents/Assessment Information

DOCUMENTS REQUIRED AT THE TIME OF APPLICATION:

- 1) Completed Employment Application
- 2) Resume*
- 3) Cover Letter*

*Please attach your documents to the "Attachments" section of your application, [click here for attachment instructions](#).

ASSESSMENT DATES:

Telephone Screening (Pass/Fail) - Date to be Determined
(Best-Qualified Candidates)

Oral Board Interview (Weighted 100%) - Date to be Determined
(Best-Qualified Candidates)

Selection Interview - Date to be Determined
(Top-Scoring Candidates)

All applicants will be notified by email or telephone of their application status and the assessment dates/times/locations after the closing date of this announcement.

IMPORTANT INFORMATION ON SCHEDULING ASSESSMENTS:

If you are invited to participate in the assessment process, you will be required to self-schedule through the City of Henderson online application system. Please check your email and/or text messages on a regular basis after submitting

your application for complete instructions, which include where and when to report.

The assessment and selection process for this position will take place on the dates listed above. All candidates who wish to be considered for this position will need to be in Henderson, Nevada, and make themselves available to participate in the testing process at any time on any of the dates established.

Selection Process

The selection process will begin with an employment application package screening, with the best-qualified candidates being invited to participate further in the assessment process. This process may include any combination of written, performance, and oral assessments to evaluate job-related education, experience, knowledge, skills, and abilities. The City will provide reasonable accommodation to qualified individuals with disabilities. It is the responsibility of the candidate requiring accommodation to contact the Human Resources Department (preferably in writing) at the time of application.

Appointment may be subject to the successful and timely completion of a post offer pre-employment background investigation and medical/physical examination, including a drug/alcohol test. Please see the job description to view the physical requirements. The City reserves the right to modify selection devices and test instruments in accordance with accepted legal, ethical, and professional standards.

Employer

City of Henderson

Phone

702-267-1940

702-267-1900

Human Resources Business Partner - Recruitment & Talent Acquisition Supplemental Questionnaire

*QUESTION 1

For my application to be considered it must be fully complete, accurate and truthful, including:

Employment Information

- **Employment Dates:** All dates listed for each employer are accurate. End dates are provided for positions I no longer hold.
- **Current Employer:** My current employer is included in my work experience.
- **Contract Work:** If I work(ed) for a contractor, the contractor is listed as my employer.
- **Multiple Positions:** Each position held at the same employer is listed separately, with corresponding start and end dates.

Application Requirements

- **Required Documents:** All additional required documents are attached to the application using the instructions linked [here](#)
- I have not listed “see resume” or “refer to application” in any section.

Not completing the application as directed, unanswered questions, incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process.

I have read, understand, and agree to the above instructions regarding completing my application.

- ☐ Yes
- ☐ No (NOTE: By answering no, I understand that my application may be disqualified from consideration.)

*QUESTION 2

Which of the following best describes your highest level of completed education? This must match the education section of your profile above.

- ☐ I have a High School Diploma or G.E.D. equivalent.
- ☐ I have a High School Diploma or G.E.D. equivalent and have completed some college credits.
- ☐ I have an Associate's Degree.
- ☐ I have a Bachelor's Degree.
- ☐ I have a Master's Degree or higher.
- ☐ I do not have any of the diplomas or degrees listed above.

*QUESTION 3

For each degree you have earned or are currently pursuing, list the degree type, area of study, and the total number of units or credits completed (if the degree is still in progress). If you do not have any degrees, enter N/A.

*QUESTION 4

How many years of full-time professional level human resources generalist, supervisory, or management experience in multiple human resources disciplines do you possess? ***Your answer will be compared to the work history information on your application to determine if you meet minimum qualifications. 1 year of full-time experience = 1976 hours***

- ☐ I do not possess this experience
- ☐ Less than 1 year
- ☐ More than 1 year to less than 3 years
- ☐ More than 3 years to less than 5 years
- ☐ More than 5 years to less than 7 years
- ☐ More than 7 years to less than 9 years
- ☐ More than 9 years

*QUESTION 5

Please list each position where you gained your professional level human resources generalist, supervisory, or management experience in multiple human resources disciplines. For each position where you gained this experience, please use the following format: **1. Employer Name 2. Job Title 3. Dates of Employment** If you do not possess this experience, please enter N/A. ***Note: The work experience section of your application must include all relevant job duties. The positions listed below will be compared to the work experience section and will be utilized to evaluate qualifications.***

*QUESTION 6

If you do not possess the minimum required education and experience, do you possess an equivalent combination of experience and related training you feel should be considered? If your application does not demonstrate meeting the

minimum requirements for education and experience, and you do not provide information on your equivalent experience and training, your application will not be considered for equivalency.

- ☐ Yes
- ☐ No
- ☐ N/A, I possess both the required education and experience.

*QUESTION 7

If you answered "yes" to the question above, please provide a detailed explanation of your equivalent experience and training. **Your equivalent experience will be evaluated against the information provided in your application.** If you have the required education and experience, please enter N/A.

*QUESTION 8

Select any/all of the areas that you have professional level experience providing Human Resources support for:

- ☐ Public Utility and/or Public Works
- ☐ Public Safety and/or Law Enforcement
- ☐ Community Services and/or Parks and Recreation
- ☐ None of the Above

*QUESTION 9

Please describe in **detail** the experience claimed in Question #8, above. If you do not possess this experience, please enter N/A.

*QUESTION 10

Please describe in **detail** your experience working with labor contracts and/or collective bargaining agreements. If you do not possess this experience, please enter N/A.

*QUESTION 11

Please describe in **detail** your experience in strategic workforce planning and developing talent acquisition strategies. If you do not possess this experience, please enter N/A.

*QUESTION 12

What is your understanding of a Human Resources Business Partner and their role in the organization? Describe how your work experience has prepared you to be successful in this role.

*QUESTION 13

If selected to move forward, do you acknowledge and understand that you must pass a nationwide fingerprint-based record check, and a wants/warrants check as a condition of continued employment?

- ☐ Yes
- ☐ No

*QUESTION 14

If selected to move forward, do you acknowledge and understand that you must complete Security Awareness and National Crime Information Center (NCIC)/Nevada Criminal Justice Information System (NCJIS) certification within six (6) months of hire/transfer and be recertified every year as a condition of continued employment?

- ☐ Yes

☐ No

***QUESTION 15**

A cover letter and resume **must** be attached to your application in order to be considered. Did you attach these documents to this application?

☐ Yes, I have attached a cover letter and resume to my application.

☐ No, I have NOT attached a cover letter and resume to my application and understand I will not receive further consideration.

* Required Question