



Assistant Human Resources Officer, Administrative Services and Talent Acquisition Teams (TAT)

Position Details

Job Code: U7383

Reference Code: A303

Division: Human Resources

Classification: Professional-Technical

Terms of Employment: At-Will, Equivalent to [Step 47 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position is responsible and accountable for leading, managing, and supervising Human Capital Management (HCM) functions related to administrative, licensed, and support professional talent acquisition for the Clark County School District which includes advertising, background selection, placement, onboarding, career progression, and applicant/employee records. This position is directly responsible to the Chief Human Resources Officer, Human Resources Division (HRD).

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Leads the advertising, background checks, placement, surplus reassignment, and licensure of licensed staff for District-level positions and for elementary, secondary, alternative, and special schools.
2. Leads the advertising, background checks, selection, assignment, surplus reassignment, and placement of support professionals and school police employees to maximize the service and streamline responsiveness to District regions, divisions, schools, and worksites.
3. Leads the advertising, background checks, appointment, and reassignment of in-district and out-of-district candidates for administrative and professional-technical positions.
4. Develops the succession plan for all District employees/job families.
5. Ensures compliance with labor laws in general and human resources-related state and federal laws, state administrative codes, federal regulations, and District policies and regulations.
6. Assists with contract negotiations with the professional associations representing the District's five (5) employee groups: Licensed Professionals, Support Professionals, Administrative and Professional-Technical Professionals, and School Police Services.
7. Provides human resources-related data, reports, and testimony, as needed, in support of District involvement in compliance measures and legislative actions at both the state and national levels.
8. Provides technical expertise and assistance to others throughout and outside the District.
9. Oversees the development and administration of the annual budget for the departments.
10. Maintains realistic and cost-effective solutions to the complex challenges of staffing qualified personnel in critical needs areas such as special education; secondary math, science, and English; substitute teachers, support professionals, and other licensed personnel.
11. Implements the District's vision of continuous review and improvement of processes and procedures throughout the department.
12. Implements throughout the department, the District's vision of exceptional customer service in support of student achievement.
13. Supervises the activities of assigned functions.
14. Coordinates employee assignments to maximize service and streamline responsiveness to regions, divisions, schools, work sites, and outside agencies.
15. Understands and ensures implantation of federal and state legislation and District policies related to hiring.
16. Serves as a resource for the District's negotiation team(s).

17. Demonstrates excellent interpersonal skills using tact, patience, and courtesy.
 18. Exemplifies integrity, candor, and high ethical conduct.
 19. Implements the District's vision of continuous review and improvement of processes and procedures throughout the division.
 20. Assists with overseeing the development and administration of the annual budget for the division.
 21. Performs other duties related to the position, as assigned.
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Position Expectations

1. Ability to direct and implement major projects and initiatives; excellent organizational, administrative and project management skills, including the ability to assess and diagnose critical areas for attention, develop strategies, and translate them into concrete action.
2. Ability to foster an environment that focuses on quality results while motivating, developing, and supporting a diverse staff, encouraging continuous improvement, and working effectively as a member of a diverse team.
3. Possess a sense of vision and projects that sense, involves others in accomplishing goals and solving problems, and interacts with diverse employee groups successfully.
4. Possess an understanding of the change process and its relationship to current trends in large urban school districts; ability to plan and implement change to improve student learning.
5. Ability in planning, scheduling, and allocating resources, reaching logical conclusions and making high-quality decisions using appropriate decision-making processes, and accepting responsibility for actions and consequences.
6. Effectiveness in using computer technologies to enhance professional learning opportunities and to manage departmental functions.
7. Ability to exercise good judgment, insight, self-awareness, integrity, and cultural responsiveness when interacting with diverse employee groups, patrons, and partners of the District.
8. Ability to continue one's own lifelong learning, to develop talent and leadership skills in others, to provide critical feedback, and to receive critical feedback in order to maintain high standards for one's self and the division.
9. Ability to communicate effectively in both written and verbal form with the ability to make clear, persuasive presentations to diverse groups.
10. Ability and desire to establish positive relationships with persons regardless of race, color, religion, sex, sexual orientation, gender identity or expression, age,

disability, or national origin, with an active commitment to equal opportunity for all students and staff.

11. Ability to represent the District in the community through business partnerships and activities.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university.

Licenses and Certifications

1. A valid driver's license.

Experience

1. Demonstrated progressively-increasing levels of responsibility and accomplished success working with and through people in establishing goals, objectives, and action plans to achieve results.
2. Demonstrate ability to implement change through data-driven decision making.
3. Satisfactory service in corresponding or related positions or three (3) years of successful supervisory experience related to the administrative position.

Preferred Qualifications

1. Master's degree from an accredited college or university.
2. Knowledge of and five (5) years' experience with large educational systems/entities.
3. Knowledge of and five (5) years' experience with public sector/government-related business technologies.
4. Experience working with Human Resources.
5. The Society for Human Resource Management (SHRM) Certification.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or

expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 10/04/23
- Created: 06/02/23