



Assistant Human Resources Officer, Data Performance, Compensation and Classification

Position Details

Job Code: U7391

Reference Code: A320

Division/Unit: 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 supporting the Chief Human Resources Officer in leading, managing, and supervising Human Capital Management (HCM) functions related to administrative, licensed, and support professional contracting, compensation, and classification for the Clark County School District (CCSD) which includes data reports, contracts, salary placements, employee records, verifications, classification, retirement, and legal separation provisions, including terminations, and advising negotiations. 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. Drives data collection and analysis for planning in order to provide information and reports progress along with needs to inform necessary actions concerning recruitment, retention, and professional learning for all employee groups.
2. Understands and ensures implementation of federal and state legislation and CCSD policies and regulations related to hiring.
3. Develops a project team responsible for providing process analysis and re-engineering with an understanding of technical problems and solutions as they relate to the current and future Human Resources (HR) business environment.
4. Formulates or modifies procedures to solve complex problems based on both user needs and a thorough understanding of business systems and requirements; includes analysis of business and user needs, documentation of requirements, and translation into proper system requirement specifications and/or procedural changes.
5. Responsible for keeping up to date and sustaining the reliability and accuracy of current technology being used by CCSD; with the support of CCSD, attends training to ensure skill level in various technologies is at the level required to perform in current position.
6. Responsible for maintaining timely and accurate information and is accountable for the quality of information maintained by those they supervise.
7. Creates process change by integrating new processes with existing, effective ones and communicates these changes to impacted business systems teams.
8. Oversees compensation for all employee groups.
9. May assist with contract negotiations with the professional associations representing CCSD's five (5) employee groups: Licensed Professionals, Support Professionals, Administrative and Professional-Technical Professionals, and School Police Services.
10. Works with the appropriate responsible parties within the HR and the Business and Finance Unit in the oversight of contract, wage, and salary administration.
11. Provides human resources-related data, reports, and testimony, as needed, in support of CCSD involvement in compliance measures and legislative actions at both the state and national levels.
12. Supervises and evaluates programs and staff.
13. Communicates and implements applicable laws, codes, policies, regulations, and procedures.
14. Conducts/oversees market data on all CCSD positions in order to be able to make recommendations on compensation structures/processes across all positions, including the five (5) employee groups and at-will employees.

15. Provides leadership to the development and execution of the total compensation strategy; provides expert knowledge in directing and advising leadership on various compensation issues.
 16. Oversees the classification/compensation process for unified and support professional employees.
 17. Oversees critical labor shortage process, designations and communication.
 18. May serve as the Chief Human Resources Officer's designated liaison to the Administrative Classification Committee.
 19. Consults with all levels of the organization on compensation-related issues including the design of creative solutions to the compensation-related programs.
 20. Collaborates with the Payroll Department regarding pay and salary issues.
 21. Serves as CCSD's primary contact for all Public Employees' Retirement System of Nevada (PERS)-related inquiries and documentation.
 22. Ensures compliance with CCSD policies and regulations concerning verifications, leaves of absence, resignations, and retirement of employees.
 23. Collaborates with the Chief Human Resources Officer and Assistant Human Resources Officers in implementing CCSD's vision of continuous review and improvement processes and procedures throughout the division.
 24. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of the HCM systems design and operational processes.
2. Effectiveness in using computer technologies to enhance professional learning opportunities and to manage departmental functions.
3. 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 timely and effective action steps.
4. 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.
5. Possesses excellent analytical skills for reviewing information, identifying important issues and formulating alternative solutions to problems in the area of responsibility.
6. Demonstrates excellent interpersonal skills using tact, patience, and courtesy.
7. Exemplifies integrity, candor, and high ethical conduct.

8. Possesses a sense of vision and projects that sense while including others in accomplishing goals and solving problems, and interacts with diverse employee groups successfully.
9. Possess an understanding of the change process and its relationship to current trends in large urban school districts; ability to plan and implement timely and effective change to improve student learning.
10. Utilizes consulting and partnering skills to successfully achieve target goals.
11. Capable of diplomacy, judgment, leadership, problem-solving, and accountability.
12. Strong collaborative leadership skills.
13. Demonstrate understanding and sensitivity to the needs of various cultural and ethnic groups in the community.
14. Ability to remain current with changing technology as it relates to HCM processes, operations, and system configuration.
15. Ability to direct and implement major projects and initiatives.
16. 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.
17. Ability to think and function logically in a multi-tasking environment.
18. Ability to analyze business processes in order to provide recommendations for improvements that achieve expected ends/results.
19. 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.
20. Effectiveness in using computer technologies to enhance professional learning opportunities and to manage departmental functions.
21. Ability to exercise good judgment, insight, self-awareness, integrity, and cultural responsiveness when interacting with diverse employee groups, patrons, and partners of CCSD.
22. 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.
23. Ability to communicate effectively in both written and verbal form with the ability to make clear, persuasive presentations to diverse groups.
24. Ability and desire to establish positive relationships with persons regardless of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law, with an active commitment to equal opportunity for all students and staff.

25. Ability to represent CCSD in the community through business partnerships and activities.
 26. Ability to analyze business processes in order to provide recommendations for improvements that achieve expected ends/results.
 27. Ability to maintain the confidentiality of information.
 28. Ability to recognize and report hazards and apply safe work methods.
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Position Requirements

Education and Training

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

Licenses and Certifications

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. Demonstrated ability to implement change through data-driven decision-making.
3. Project Management experience.
4. Satisfactory service in corresponding or related positions or three (3) years of successful supervisory experience related to the administrative position.
5. Successful performance in the position held at time of application.

Preferred Qualifications

1. Master's degree from an accredited college or university.
2. Information Technology (IT) Certification.
3. Experience working with Human Resources.
4. Working knowledge and technical training in Enterprise Resource Planning (ERP) and HR Applicant Tracking System (ATS) processes and systems operations.
5. A minimum of seven (7) years of experience working in a K-12 environment.
6. The Society of Human Resource Management (SHRM) Certification.
7. Knowledge of and five (5) years' experience with large educational systems/entities or public sector/government-related business technologies related to HR functions.
8. Certified Compensation Professional (CCP) Certification.

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

AA/EOE Statement

The 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, 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

- Created: 05/08/24