

Deputy Chief Human Resources Officer

Position Details

Job Code: U7391

Reference Code: A513

Division/Unit: Human Resources

Classification: Licensed Administrator

Terms of Employment: At-Will, Equivalent to [Step 48 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 the human resources functions of the Clark County School District (CCSD). In fulfilling the goals and mission of the Human Resources Division (HRD), this position provides leadership along with direction to the Human Resources Division departments and directors. The Deputy Human Resources Officer is directly responsible to the Chief Human Resources Officer, Human Resources Division.

Essential Duties and Responsibilities

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

1. Oversees recruitment along with staffing initiatives including analyzing employee hiring data and systems.
2. Develops as well as manages the process and procedures for background checks, selection, assignment, evaluation, and development of employees to maximize the service along with streamline responsiveness to CCSD regions, divisions, schools, and worksites, as well as outside agencies.

3. Supervises the technological services and activities within the division.
 4. Ensures compliance with labor laws in general and human resources-related state/federal laws, state administrative codes, federal regulations, and CCSD policies/regulations.
 5. Provides human resources related data, reports, and testimony, as needed, in support of CCSD involvement in compliance measures and legislative actions at the state and national levels.
 6. Provides technical expertise along with assistance to others inside and outside CCSD.
 7. Manages the development and administration of the annual budget for the division.
 8. Implements CCSD's vision of continuous review and improvement of processes as well as procedures throughout the division.
 9. Implements CCSD's vision of exceptional customer service in support of student achievement throughout the division.
 10. Develops promotional activities with higher education officials to expand and maintain teacher education programs.
 11. Oversees the development and implementation of employee training programs.
 12. Works closely with region superintendents and divisions to ensure their human resources needs are met.
 13. Monitors surplus staffing, reassignments, resignations, and placement of employees.
 14. Leads districtwide changes in policies and procedures to enhance customer service along with employee services.
 15. Analyzes, interprets, and makes recommendations regarding data necessary to prepare reports for the Chief Human Resources Officer.
 16. Works cooperatively with CCSD administrators to meet the cultural diversity goals of CCSD and support districtwide goals and initiatives related to maintaining a diverse work force.
 17. Performs other duties related to the position, as assigned.
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Position Expectations

1. Exemplify integrity, candor, and high ethical conduct.
 2. Possess strong communication, collaborative, and interpersonal skills.
 3. The physical, mental, and emotional stamina commensurate with the responsibilities and expectations of the position.
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Position Requirements

Education and Training

Master's Degree from an accredited college or university.

Licenses and Certifications

Hold or be able to acquire, by time of appointment to the position, a Nevada administrative endorsement, as appropriate.

Experience

1. Have previously demonstrated five (5) years of successful licensed teaching experience in an accredited K-12 public or private school; and, be able to acquire, by time of appointment, appropriate Nevada school administrative endorsement; or, have previously demonstrated at least three (3) years of successful licensed teaching in an accredited K-12 public or private school; and, currently hold a valid Nevada school administrative endorsement.
2. Previously demonstrated a minimum of three (3) years supervisory experience in a corresponding or related position or as a school administrator in an accredited K-12 public school district or at least 3,000 employees.

Preferred Qualifications

1. High-level of self-confidence, initiative, self-direction, and motivation.
2. Experience in a school-based and/or human resources administrative position.
3. Capable of diplomacy, judgment, leadership, problem solving, and accountability.
4. Strong collaborative leadership skills.
5. Knowledge of technology systems related to human resources functions.
6. Demonstrate understanding and sensitivity to the needs of various cultural and ethnic groups in the community.
7. Ability to maintain the confidentiality of information.

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, 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: 10/06/23
- Created: 10/13/08