

# Chief Human Resources Officer

## Position Details

Job Code: U7390

Reference Code: A600

Division: Human Resources

Classification: Administrator

Terms of Employment: At-Will, Equivalent to [Step 50 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position functions to serve as the Chief Human Resources Officer and is responsible and accountable for leading, managing, and supervising the human resources functions of the Clark County School District. In fulfilling the goals and mission of the Human Resources Division, this position will provide vision, leadership, and direction to approximately 140 administrators, teachers on special assignment, and support staff employees within the division. The Chief Human Resources Officer reports to the Superintendent.

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## Essential Duties and Responsibilities

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

1. Oversees the recruitment, background checks, contracting, placement, assignment, and professional development of licensed staff for District-level positions and for elementary, secondary, alternative, and special schools.
2. Oversees the recruitment, background checks, selection, assignment, evaluation, and development of support professionals and school police employees to maximize the service and streamline responsiveness to District regions, divisions, schools, and worksites, as well as outside agencies.

3. Oversees the recruitment, development, selection, assignment, and evaluation of in-District and out-of-district candidates for administrative and professional-technical positions.
  4. Develops and oversees the retention plan for all District employees.
  5. Oversees wage and salary administration for all District employees.
  6. Oversees the technological services and activities within the division.
  7. 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.
  8. 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.
  9. Assists with contract management for all five (5) employee groups, including ongoing joint efforts to improve teaching, learning, and working conditions.
  10. 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.
  11. Provides technical expertise and assistance to others throughout and outside the District.
  12. Oversees the development and administration of the annual budget for the division.
  13. Develops 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 and school bus drivers.
  14. Implements the District's vision of continuous review and improvement of processes and procedures throughout the division.
  15. Implements throughout the division, the District's vision of exceptional customer service in support of student achievement.
  16. Develops promotional activities with higher education officials to expand and maintain teacher education programs.
  17. Performs other duties related to the position, as assigned.
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## **Position Expectations**

The Chief Human Resources Officer is expected to meet the responsibilities described above in a manner that exemplifies visionary leadership and efficient management. The Chief Human Resources Officer will have recent, professional experience in a senior

management/administrative position in an organization of at least 3,000 employees. The Chief Human Resources Officer will constantly face numerous and sizable challenges to resolve, both in the long-term and short-term deadline pressures, and must have the ability to meet the following expectations:

1. Skillfully motivating others, both within and outside the division and the District, to invest in the development and implementation of the resolutions of the division's challenges;
2. Thinking both inside and outside the box, being both prudent and astute in recognizing when each should be utilized in order to achieve the best results;
3. Effectively leading, directing, and managing a multitude of human resources projects, tasks, and services simultaneously;
4. Possessing an inordinate amount of initiative;
5. Working in a fast-paced environment amid constant challenges and often competing interests;
6. Maintaining a focus on how decisions and processes will enhance student achievement;
7. Maintaining a focus on the value of customer service and providing it at an exceptional level;
8. Continually leading critical analyses of current practices with a focus on improvement;
9. Expertly performing complex tasks and creative designs, particularly in building and expanding community and state partnerships in relation to human resources issues and in negotiating and managing employees' negotiated agreements;
10. Sensitively addressing the needs of school administrators in the challenging task of staffing their schools;
11. Communicating effectively, both verbally and in writing, with diverse audiences and stakeholders in widely divergent situations;
12. Credibly and intelligently representing the District's position in terms of human resources issues in administrative and legislative hearings and in interviews by the press;
13. Encouraging input, listening to the concerns and suggestions of others, and valuing their opinions, and acting decisively as the responsible administrator for human resources issues;
14. Recognizing and promoting the professional potential in others;
15. Anticipating, and sometimes creating, changing conditions and effectively leading others in evolving and adapting to change;
16. Adeptly recognizing when to act as the responsible authority versus when to seek direction/authority from a superior;

17. Exemplifying integrity, candor, and high ethical conduct;
  18. Maintaining poise, professional demeanor, and perspective;
  19. Constantly developing technological improvements to streamline processes; and
  20. Possessing the physical, mental, and emotional stamina commensurate with the responsibilities and expectations of the position.
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## **Position Requirements**

### **Education and Training**

An earned master's degree from an accredited college or university in personnel management, education, business, or related field. A bachelor's degree from an accredited college or university and at least ten (10) years of related work experience may be substituted for the master's degree requirement.

### **Licenses and Certifications**

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

### **Experience**

1. Demonstrated three (3) years of successful experience in the direct management and leadership of human resources or related field in an organization of at least 3,000 employees;

**OR**

- Demonstrated three (3) years of strong, principal leadership in a K-12 public education setting of at least 3,000 employees.
2. Demonstrated knowledge of fair labor standards.
3. Demonstrated knowledge of employment law.

### **Preferred Qualifications**

1. Three (3) or more years of professional experience leading a multifunctional organization.
2. Executive-level administrative experience with similar scope and responsibility as the position requirements.
3. Experience working in municipal and/or education sectors.

**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, religions, 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**

- Revised: 04/12/22
- Created: 10/13/08