

# Director III, Compensation

## Position Details

Job Code: U7102

Reference Code: A879

Division/Unit: Human Resources

Classification: Professional-Technical and/or Licensed Administrator

Terms of Employment: [Step 44 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position functions as a strategic partner for all compensation activities of the Clark County School District. The person selected for this position is responsible and accountable for leading, managing, and supervising the administrative, licensed, and support professionals compensation functions of the Clark County School District. In fulfilling the goals and mission of the Human Resources Division, this position will provide leadership and direction to the compensation team. The person selected for this position is directly responsible to the Deputy Human Resources Officer, Human Resources Division (HRD).

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## Essential Duties and Responsibilities

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

1. 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.
2. Ensures wage and salary administration for the District's 42,300+ employees.
3. Implements continuous review and improvement of process and procedures throughout the Compensation Department.

4. Implement exceptional customer service throughout the Compensation Department.
5. Provides leadership to the development and execution of the total compensation strategy; provides expert knowledge in directing and advising leadership on various compensation issues.
6. Oversees the classification/compensation process for unified employees. Serves as a District liaison to the Administrative Classification Committee.
7. Oversees the classification/compensation process for unified employees. Serves as a District liaison to the Support Professional Personnel Classification Committee.
8. Directs, manages, and ensures consistency of employee compensation programs, including executive compensation, throughout the District; provides technical and analytical advice, as appropriate.
9. Makes recommendations to pay programs with the goal of effectively and equitably rewarding and engaging employees.
10. Ensures proper adherence to Fair Labor Standards Act (FLSA) requirements; stays current on local, state, and federal compensation laws and regulations to ensure proper compliance.
11. Directs the administration of internal/external studies on compensation trends and makes change recommendations to senior management, as appropriate.
12. Manages the participation in a variety of salary surveys and the analysis of related data.
13. Consults with all levels of the organization on compensation-related issues including the design of creative solutions to compensation related programs.
14. Directs and oversees the training, evaluations, schedules, and work assignments for assigned staff.
15. Ensures the processing of personnel requisitions, pay source documents, and employee personnel pay records.
16. Directs the interpretation of, and applies, District policies and regulations, negotiated agreements, and department procedures in relationship to pay and salary placement issues.
17. Directs the research, identification, and resolution of discrepancies or inconsistencies of adjusted hire dates, evaluation dates, policy changes, etc.
18. Oversees the research of employee assignment information and the preparation of special pay requests.
19. Manages processing of employment status changes to be in compliance with settlement agreements and arbitration decisions and to determine changes in payroll.
20. Collaborates with the Payroll Department regarding pay and salary issues.

21. Oversees communication with other departments/schools regarding personnel/pay/payroll policies and procedures.
  22. Monitors employee suspensions and the validation of termination documents for employee dismissals.
  23. Oversees the pay and contracting procedures for new and returning personnel, including salary placement as well as additional procedures required by federal and/or state statutes and District regulations.
  24. Manages issuance of contracts to licensed employees and the process of salary increments, salary placement, verification and adjustments, the approval of professional growth increments, and maintenance of employee, work history information.
  25. Directs timely issuance of Notices of Intent and Contracts of Employment.
  26. Monitors the Human Resources functions related to unemployment claims and hearings; coordinates representation.
  27. Serves as the District's primary contact for all Public Employees' Retirement System of Nevada (PERS)-related inquiries and documentation.
  28. Oversees procedures for processing temporary additional pay allocations for employees.
  29. Monitors the processing and closing out of personnel files for terminated employees.
  30. Oversees retirement counseling services for unified, licensed, support professionals personnel, and school police employees.
  31. Oversees and monitors the tracking and filing of employee documents in the document DNA system.
  32. Monitors the process of salary advancements, transfers, add-on days, and extended contracts.
  33. Oversees preparation of reports including salary change and cost comparison reports for budgetary purposes.
  34. Monitors annual or monthly reports related to employee compensation and records.
  35. Ensures compliance with District regulations concerning leaves of absence, resignations, and retirements of employees.
  36. Oversees appropriate purchase of retirement service credit for teachers in accordance with District policies and regulations, relevant Nevada Revised Statutes (NRS) statutes, and collective bargaining agreements for all employee groups, as appropriate.
  37. Serve as custodian of personnel files and monitor access.
  38. Performs other duties and responsibilities 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, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law, 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.
  12. Ability to develop staff and motivate others to do the same in an effort to create professional learning opportunities for the department.
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# Position Requirements

## Education and Training

An earned master's degree from an accredited college or university. A bachelor's degree from an accredited college or university plus three (3) years of additional experience beyond the minimum requirement below can be substituted for the masters' degree requirement or currently serving as a professional-technical employee with the Clark County School District.

## 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. A minimum of two (2) years' experience as a contracted administrator in an accredited K-12 public or private school or a minimum of two (2) years contracted administrative experience in a related position.
3. Experience with multiple collective bargaining agreements (CBAs); compensation, guidance, and recommendation.
4. Experience with large-scale complex business operations.

**-OR-**

5. Satisfactory service in corresponding or related positions or at least five (5) years successful supervisory experience related to the administrative position.
6. Have previously demonstrated at least five (5) years recent successful leadership experience as an administrator, which may include, but is not limited to experience with all aspects of compensation, job description development, and contract implementation.
7. Experience with multiple CBAs; compensation, guidance, and recommendation.
8. Experience with large-scale complex business operations.

## Preferred Qualifications

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, 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: 04/13/22
- Created: 11/12/19