CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

DIRECTOR I – EMPLOYEE CONTRACTS AND SEPARATION COMPLIANCE
Reference Code: A883
Division: Human Resources
Classification: Professional-Technical Employee
Terms of Employment: Range 42 of the Unified Administrative Salary Schedule, 12 Months
FLSA STATUS: EXEMPT

POSITION SUMMARY: This position is responsible for overseeing documentation, contracts, and employment records associated with provisions for salary payments to Clark County employees. This position is also responsible for oversight and implementation of all contractual and legal separation provisions, including terminations, PERS administration, and unemployment provisions and hearings. This position is directly responsible to School and Department Human Capital Management Support Directors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.
1. Oversee 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.
2. Supervise issuance of contracts to licensed employees; salary placement, verification and adjustments; and approval of professional growth increments.
4. Monitor and ensure employee compliance regarding various mandatory and random testing policies.
5. Oversee the Human Resources functions related to unemployment claims and hearings; coordinate representation and/or serve as the Human Resources representative at unemployment hearings.
6. Serve as the District’s primary contact for all PERS-related inquiries and documentation.
7. Oversee procedures for processing temporary additional pay allocations for employees.
8. Oversee the processing and closing out of personnel files for terminated employees.
9. Oversee and monitor the tracking and filing of employee documents in the DNA system.
10. Supervise the process of salary advancements, transfers, add-on days, and extended contracts.
11. Oversee preparation of salary change and cost comparison reports for budgetary purposes.
12. Prepare annual or monthly reports related to employee compensation and records.
13. Ensure compliance with Clark County School District regulations concerning leaves of absence, resignations, and retirements of employees.
14. Ensure processing of employment status changes to be in compliance with arbitration decisions and settlement agreements.
15. Ensure appropriate purchase of retirement service credit for teachers in accordance with District policies and regulations, relevant NRS statutes, and collective bargaining agreements for all employee groups, as appropriate.
16. Oversee maintenance of employee histories, verifications of employment, and compliance with TB testing, and IRCA requirements including monitoring, record keeping, and notification to employees.
17. Serve as custodian of personnel files and monitor access.
18. Select, train, supervise, and evaluate the performance of assigned staff.
19. Perform other duties related to the position, as assigned.

POSITION REQUIREMENTS:
Education and Training:
An earned bachelor’s degree from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications:
None required.
Experience:
1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.
2. Five (5) years progressively responsible work experience in human resources.
3. Experience in project management.

POSITION EXPECTATIONS:
1. Knowledge of District policies and regulations, relevant NRS statutes, and collective bargaining agreements for all employee groups.
2. Ability to direct work of support staff employees, fostering 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. Ability to implement and monitor effective processes to ensure accuracy and compliance.
4. Ability to analyze problems, suggest solutions, and implement resolutions.
5. Ability to communicate effectively in oral and written form.
6. Ability to interact positively and effectively to solve problems by listening, thinking creatively, and finding solutions within the context of regulations and/or other compliance requirements.
7. Ability and desire to establish positive relationships with persons regardless of race, gender, physical limitation, sexual orientation, or religious belief, with an active commitment to equal opportunity for all students and staff.

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

An Affirmative Action/Equal Opportunity Employer
This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.