

Director II, Employee Contracts and Compensation

Position Details

Job Code: U7101

Reference Code: A883

Division/Unit: Human Resources

Classification: Professional-Technical

Terms of Employment: [Step 43 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 School District (CCSD) employees. This position is also responsible for oversight and implementation of all contractual compensation and legal separation provisions, including terminations. This position is directly responsible to the Assistant 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. Oversees the pay and contracting procedures for new and returning licensed personnel.
2. Supervises issuance of contracts to licensed employees; salary placement, verification and adjustments; and implementation of salary increases under the Professional Growth System (PGS).
3. Directs timely issuance of Notices of Intent and Contracts of Employment.
4. Serves as the HRD representative at grievance and arbitration hearings.

5. Serves as the primary contact for salary-related Public Employees' Retirement System (PERS) inquiries and termination forms.
6. Oversees procedures for processing temporary additional pay allocations or incentives for licensed employees.
7. Oversees the processing and closing out of personnel files for terminated employees.
8. Oversees and monitors the tracking and filing of employee documents in the DNA electronic imaging system.
9. Supervises the process of salary advancements, transfers, add-on days, and extended contracts.
10. Ensures compliance with CCSD regulations concerning resignations and retirements of employees.
11. Ensures processing of employment status changes to be in compliance with arbitration decisions and settlement agreements.
12. Ensures appropriate purchase of retirement service credit for teachers in accordance with CCSD policies and regulations, relevant Nevada Revised Statutes (NRS), and collective bargaining agreements (CBAs) for all employee groups, as appropriate.
13. Oversees maintenance of licensed employee histories, seniority ranking, and probation status.
14. Serves as custodian of personnel files and monitors access.
15. Selects, trains, supervises, and evaluates the performance of assigned staff.
16. PGS committee advisor monthly collaboration.
17. Conducts/oversees market data on licensed CCSD positions in order to be able to make recommendations on compensation structures/processes for licensed employees.
18. Ensures wage and salary administration for licensed employees.
19. Implements continuous review and improvement of process and procedures, as well as exceptional customer service, throughout the Compensation Department.
20. Provides leadership to the development and execution of the total compensation strategy; provides expert knowledge in directing and advising leadership on various compensation issues.
21. Consults with all levels of the organization on compensation-related issues including the design of creative solutions to compensation-related programs.
22. Directs and oversees the training, evaluations, schedules, and work assignments for assigned staff.
23. Ensures the processing of personnel requisitions, pay source documents, and employee personnel pay records.

24. Directs the interpretation of, and applies, CCSD policies and regulations, negotiated agreements, and department procedures in relationship to pay and salary placement issues.
 25. Directs the research, identification, and resolution of discrepancies or inconsistencies of adjusted hire dates, evaluation dates, policy changes, etc.
 26. Manages processing of employment status changes to be in compliance with settlement agreements and arbitration decisions and to determine changes in payroll.
 27. Collaborates with the Payroll Department regarding pay and salary issues.
 28. Oversees communication with other departments/schools regarding personnel/pay/payroll policies and procedures.
 29. Monitors employee suspensions and the validation of termination documents for employee dismissals.
 30. 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 CCSD regulations.
 31. 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.
 32. Monitors the Human Resources functions related to unemployment claims and hearings; coordinates representation.
 33. Serves as CCSD's primary contact for licensed Public Employees' Retirement System of Nevada (PERS)-related inquiries and documentation.
 34. Oversees procedures for processing temporary additional pay allocations for employees.
 35. Monitors the processing and closing out of personnel files for terminated employees.
 36. Monitors the process of salary advancements, transfers, add-on days, and extended contracts.
 37. Oversees preparation of reports including salary change and cost comparison reports for budgetary purposes.
 38. Monitors annual or monthly reports related to employee compensation and records.
 39. Ensures compliance with CCSD regulations concerning leaves of absence, resignations, and retirements of employees.
 40. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of CCSD policies and regulations, relevant NRS statutes, and CBAs for licensed employees.
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. 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 verbal and written form, with the ability to make clear, persuasive presentations to diverse groups.
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, 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.
8. 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.
9. Possess a sense of vision and projects that sense, involves others in accomplishing goals and solving problems, and interacts with diverse employee groups successfully.
10. 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.
11. Effectiveness in using computer technologies to enhance professional learning opportunities and to manage departmental functions.
12. Ability to exercise good judgment, insight, self-awareness, integrity, and cultural responsiveness when interacting with diverse employee groups, patrons, and partners of CCSD.
13. 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.
14. Ability to represent CCSD in the community through business partnerships and activities.

15. 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; or,
A bachelor's degree from an accredited college or university plus 10 years of additional experience beyond the minimum requirement below can be substituted for the master's degree requirement; or,
Currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

A valid driver's license or state-issued identification card.

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.
4. Experience with multiple collective bargaining agreements (CBAs); compensation, guidance, and recommendation.
5. Experience with large-scale complex business operations.
6. Successful performance in the position held at the time of application.

Preferred Qualifications

1. Certified Compensation Professional (CCP) Certification.
2. Have previously demonstrated at least five (5) years of successful leadership experience as an administrator, which may include, but is not limited to experience with all aspects of compensation and contract implementation.

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

- Revised: 07/08/24
- Created: 12/30/11