

Director II – Employee Compensation and Separation Compliance

Position Details

Job Code: U7101

Reference Code: A886

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, compensation, and employment records associated with provisions for salary payments to Clark County School District (CCSD) support professionals and school police employees. This position is also responsible for oversight and implementation of all legal separation provisions, including terminations, and unemployment provisions and hearings. This position is directly responsible to the Assistant 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 the pay and compensation procedures for new and returning support professionals, including salary placement, as well as additional procedures required by federal and/or state statutes and CCSD regulations.
2. Supervises salary placement, adjustments, approval of increments, and extra pay.

3. Serves as CCSD's primary contact for all Public Employees' Retirement System of Nevada (PERS) support professional-related inquiries and documentation.
4. Oversees the processing and closing out of personnel files for support professional separations (resignations, retirements, etc.).
5. Oversees and monitors the tracking and filing of employee documents in the document DNA system.
6. Oversees preparation of salary change and cost comparison reports for budgetary purposes.
7. Prepares annual or monthly reports related to employee compensation and records.
8. Ensures compliance with CCSD regulations concerning leaves of absence, resignations, and retirements of employees.
9. Reviews, implements, and ensures processing of employment status changes to be in compliance with settlement agreements and arbitration decisions to determine changes in payroll.
10. Serves as custodian of personnel files.
11. Directs and oversees the training, evaluations, schedules, and work assignments for assigned staff.
12. Assists in the interpretation of, and applies CCSD policies and regulations, negotiated agreements, and department procedures in relationship to pay and salary placement issues.
13. Supervises the research, identification, and resolution of discrepancies or inconsistencies of adjusted hire dates, evaluation dates, policy changes, etc.
14. Works cooperatively with the Payroll Department regarding pay and salary issues.
15. Communicates with other departments/schools regarding personnel/pay/payroll policies and procedures.
16. Monitors and supervises personnel requisitions, pay source documents, and the processing of employee pay records.
17. Tracks employee suspensions.
18. 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.
19. Oversees the research of employee assignment information and the preparation of special pay requests.
20. Oversees procedures for processing temporary additional pay allocations for employees.
21. Monitors annual or monthly reports related to employee compensation and records.

22. Performs other duties related to the position, as assigned.

Position Expectations

1. Knowledge of arbitration decisions and settlement agreements to determine changes in payroll.
2. Knowledge of payroll policies and procedures.
3. Knowledge of CCSD's hiring and termination process.
4. Working knowledge of PERS.
5. Working knowledge of federal, state, and local mandates.
6. Understanding and support of the division priorities and goals.
7. 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.
8. Ability to implement and monitor effective processes to ensure accuracy and compliance.
9. Ability to analyze problems, suggest solutions, and implement resolutions.
10. Ability to communicate effectively in verbal and written form.
11. 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.
12. 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.
13. 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.
14. Effectiveness in using computer technologies to enhance professional learning opportunities and to manage departmental functions.
15. Ability to exercise good judgment, insight, self-awareness, integrity, and cultural responsiveness when interacting with diverse employee groups, patrons, and partners of CCSD.
16. 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.
17. Ability to represent CCSD in the community through business partnerships and activities.
18. Ability to develop staff and motivate others to do the same in an effort to create professional learning opportunities for the department.

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 ten (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. Successful performance in the position held at the time of application.

Preferred Qualifications

Knowledge of CCSD policies and regulations, relevant NRS statutes, and collective bargaining agreements (CBAs) for all employee groups.

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: 06/28/24
- Created: 11/08/19