

Director I, Data, Performance Management, and Project Facilitation

Position Details

Job Code: U7100

Reference Code: A970

Division/Unit: Human Resources

Classification: Professional-Technical

Terms of Employment: [Step 42 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position is responsible for directing the Human Resources (HR) data and performance management functions and analyzes, tracks, and reports on data to identify opportunities to improve performance levels throughout the Clark County School District as it relates to Human Capital Management (HCM) trends. This position will coordinate the implementation of Human Resources Information System (HRIS) and other pertinent systems. This position is responsible for the timely completion of multiple special technical projects including monitoring and communicating the status of projects. This position is directly responsible to the Deputy Human Resources Chief of Retention/Recruitment, Development, and Business Processes, Human Resources Division (HRD).

Essential Duties and Responsibilities

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

1. Oversees, maintains, and manages optimal function of the District's internal HRIS and pertinent systems, which may include database management, network support, installation, customization, development, maintenance, and upgrades to applications, systems, and modules.
2. Oversees, maintains, and manages internal database files, tables, codes, backup files, integrity, and security.
3. Provides technical support, troubleshooting, and guidance to internal and external customers.
4. Manages permissions, access, personalization, and similar system operations and settings for Human Resources (HR) services users.
5. Assesses HCM needs by initiating data queries and preparing reports and other correspondence to identify trends such as teacher transfers, evaluation ratings, etc.
6. Identifies opportunities for improved performance levels throughout the District through proactive research and analysis of pertinent, extensive HR data and makes recommendations for improvement.
7. Creates and maintains custom reports, requiring knowledge of (or ability to learn) student information systems (SIS) and HRIS.
8. Develops, monitors, and updates the HRD portion of the District Improvement Plan and other District plans pertinent to HR functions.
9. Provides technical support to HRD departments and schools through timely and ongoing communication of trends.
10. Manages multiple projects and responsibilities simultaneously, develops and tracks project timelines, and prioritizes accordingly.
11. Creates overall strategy, schedules, and program standards for gathering data for monitoring the progress of project budgets and timelines.
12. Collaborates with executive leadership and HR staff to identify automation opportunities, continuous process improvement, and innovative enhancements to existing human resources information services and databases.
13. Recommends and implements efficient solutions.
14. Assists with implementation of projects, applications, and services.
15. Coordinates HCM implementation and other HR technology systems with HRD departments and Technology and Information Systems Services (TISS).
16. Communicates with project managers and Deputy/Chief Human Resources Officer when projections indicate that implementation is behind schedule and/or approaching budget limits prior to completion.
17. Conducts research, prepares and responds to miscellaneous surveys and requests for information.
18. Manages day-to-day operations for all HRIS, services, and applications.

19. Programs custom functions and documentation such as automated queries, filters, macros, and reports.
 20. Ensures compliance with all federal, state, and District regulations.
 21. Ensures system compliance with data security and privacy requirements.
 22. Directs and advises on the development, implementation and maintenance of the various HRD application systems.
 23. Serves as lead representative and liaison between HR, Information Services, external vendors, and other stakeholders for HR database design and implementation projects.
 24. Consults, trains, and assists with interpreting data.
 25. Implements HR's vision of continuous improvement of processes and procedure throughout the division and District.
 26. Compiles or assists with acquisition of complex data reports, data presentations, data visualizations, summaries, and logs requested by the Clark County School District Board of Trustees, District leadership, and staff.
 27. Oversees the procurement of appropriate hardware and software to ensure that the organization has high quality, efficient systems.
 28. Directs continuous improvement of HR business and technical processes to include drafting and implementing process mapping, interactive workflows, and standard operating procedures.
 29. Manages, mentors, and evaluates assigned support professionals.
 30. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge and understanding of strategic and organizational management in order to provide effective and efficient solutions.
2. Knowledge of federal, state, local, and District laws, policies and regulations.
3. Knowledge and understanding of various information systems used by the District in order to successfully coordinate the merging of multiple datasets to create meaningful information to be utilized for decision making.
4. Must possess excellent customer service, professional and technical skills, and business acumen.
5. High-level knowledge of the District's HR processes.
6. Ability to communicate technical information effectively to non-technical audiences and to illustrate project goals and progress to other departments, divisions, and agencies outside the District.
7. Demonstrate a high level of self-confidence, initiative, self-direction, and problem-solving skills.

8. Ability to write clear, accurate, and concise reports, documentation, user instructions, correspondences, and other written materials.
 9. Knowledge of trends and developments in data management and security, HR technology, and HRIS applications.
 10. Knowledge of the design and integration of complex HRIS.
 11. Ability to plan, organize, prioritize, and work independently to produce high-quality deliverables.
 12. Possess excellent interpersonal and technical support skills, organizational skills, and analytical skills.
 13. Ability to keep information confidential.
 14. Knowledge of all areas of information systems with a highly technical understanding of at least one commercial HRIS product.
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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

A valid driver's license.

Experience

1. Satisfactory service in corresponding or related positions or previously demonstrated at least five (5) years of successful supervisory experience related to the administrative position.
2. Experience in data/performance and project management, strategic planning, and utilizing human resources applications and systems.

Preferred Qualifications

1. Experience working with large educational systems/entities.
2. Knowledge of public sector/government-related business technologies.
3. Technical Certification.
4. Lean Six Sigma Certification.
5. Experience working with Human Resources.
6. Project management experience/certification.
7. The Society of Human Resource Management (SHRM) 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: 08/25/23
- Created: 12/11/11