

Director I, Unemployment Services Representative

Position Details

Job Code: U7403

Reference Code: A595

Division/Unit: Office of the General Counsel

Classification: Professional-Technical

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

FLSA STATUS: EXEMPT

Position Summary

This position functions as the responsible administrator who oversees the administration of Clark County School District's (CCSD) Unemployment Services Department.

Additional duties include: recognizing Unemployment Insurance (UI) financial liability, such as UI fraud, etc.; implementing UI financial liability prevention strategies to protect CCSD assets; overseeing staff responses to all nationwide UI claims, 48-hour responses, and wage requests; and representing CCSD in all UI Appeal Hearings. This position reports directly to the General Counsel, Office of the General Counsel.

Essential Duties and Responsibilities

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

1. Oversees the administration of CCSD's Unemployment Services Department.
2. Recognizes UI financial liability, such as UI fraud, etc., and implements UI financial liability prevention strategies to protect CCSD assets.
3. Oversees staff responses to all nationwide UI claims, 48-hour responses, and wage requests.

4. Utilizes UI Appeal Hearing case preparation, evidentiary preparation, and witness preparation when representing CCSD in all UI Appeal Hearings, including testifying under oath, making legal objections, proffering evidence, direct-examination, cross-examination, and making closing statements to prevail in all UI Appeal Hearings.
 5. Investigates, analyzes, and processes complex UI claims filed against CCSD; develops comprehensive responses that include the reason for the claimant's legal separation from CCSD; and provides an explanation of CCSD policies and regulations, negotiated collective bargaining agreements and Nevada Revised Statutes (NRS) 391.
 6. Assists in all UI case preparation; researches, prepares, and organizes evidence used to appeal adverse determinations and/or decisions, including determining which adverse determinations and/or decisions to appeal to a higher authority, up to and including the Supreme Court of the United States.
 7. Collaborates and consults with the CCSD Legal Counsel, if needed.
 8. Conducts districtwide UI staff training.
 9. Analyzes monthly and quarterly UI billing statements for accuracy; protests charges; develops, oversees, and directs UI liability budget; approves purchase orders; and authorizes the issuance of reimbursement checks for the Department of Employment, Training, and Rehabilitation (DETR) in compliance with NRS 612.
 10. Develops and maintains CCSD's Unemployment Services webpage with Frequently Asked Questions (FAQ), and provides other UI information meant to educate CCSD staff about the UI program to protect CCSD assets, and to thwart UI fraud.
 11. Establishes and maintains a collaborative, positive, and effective working rapport with all CCSD staff, including CCSD administrators, attorneys, CCSD executive staff; the five (5) collective bargaining association representatives; and multiple other state and federal regulatory agencies, including DETR, to ensure compliance with all UI laws.
 12. Develops and implements training materials, and policies and procedures to increase departmental consistency, efficiency, and effectiveness.
 13. Notifies CCSD employees of reasonable assurance of employment during all breaks.
 14. Supervises and evaluates the performance of assigned staff.
 15. Reviews and responds to all UI related legislative bills.
 16. Performs other duties related to the position, as assigned.
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Position Expectations

1. Serve as CCSD's UI subject matter expert.
2. Knowledge of CCSD policies, procedures, regulations, and standards; negotiated collective bargaining agreements; NRS 391; NRS 612; Nevada Administrative Codes (NAC), and federal statutes as they pertain to UI laws and practices; and the ability to articulate, both verbally and in writing, CCSD's position when responding to all nationwide UI claims, and/or representing CCSD in all nationwide UI Appeal Hearings.
3. Knowledge of the Finance Department's budget, payroll/employee benefits, and purchasing practices; Human Resources policies and procedures; CCSD email and personnel data management systems, multiple shared drives, and other districtwide computer systems, practices, policies and procedures.
4. Knowledge of how to properly gather, review, write, and convey CCSD's internal operations to DETR for favorable disposition of cases.
5. Knowledge of proper procedures to represent CCSD in all UI Appeal Hearings.
6. Knowledge of the National Association of State Workforce Agencies' State Information Data Exchange System (SIDES) and the State of Nevada's Unemployment Insurance Employer Self Service (NUI ESS) system.
7. Possess honesty, integrity, empathy, knowledge, ability, and flexibility while exuding exceptional professionalism necessary to succeed as an administrator for CCSD.
8. Ability to read, interpret, and digest CCSD policies, procedures, and complex state and federal laws, regulations, and court decisions.
9. Ability to collaborate effectively with other department heads to mitigate UI financial liability, such as UI fraud, etc., and to receive favorable disposition of UI cases at all levels up through the Supreme Court of the United States.
10. Ability to effectively communicate, lead, supervise, and evaluate departmental staff, and partner with other CCSD staff and/or regulatory agency personnel, from diverse cultures, education, and economic backgrounds.
11. Ability to culminate data, objectively analyze it, and prepare fact-based reports and proposals clearly, concisely, logically, and persuasively to develop solutions for complex UI matters to protect CCSD assets.
12. Ability to exercise sound independent judgment within general policy guidelines.
13. Ability to exercise tact and diplomacy when dealing with confidential information and/or complex topics.
14. Ability to establish and maintain a collaborative, positive, and effective work rapport with all CCSD staff, all collective bargaining association representatives, multiple other federal and state regulatory agency personnel, and the public at large to obtain and retain CCSD staff while reducing UI financial liability.

15. Ability to plan, organize, prioritize, multitask, direct, implement, and meet predetermined project initiative deadlines; exude excellent organizational and project management skills, including the ability to assess and diagnose critical areas of concern, develop strategic strategies to mitigate the concern, and translate it into concrete action(s).
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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 that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience

1. Satisfactory service in corresponding or related positions or have previously demonstrated 10 years of successful supervisory experience related to the administrative position.
2. Minimum of 10 years of successful UI program experience.

Preferred Qualifications

1. Excellent analytical skills.
2. Excellent verbal and legal writing skills.
3. Comprehensive nationwide UI experience.

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: 04/18/24
- Created: 04/22/13