



Director II, Human Capital Management (HCM) Information Systems Services

Position Details

Job Code: U7102

Reference Code: A993

Division/Unit: Technology and Information Systems Services

Classification: Professional-Technical

Terms of Employment: [Step 43 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position provides technical solutions and software tools for effective business processes, workflows, and sound budgeting. Through effective communication, this position makes critical technical decisions, provides recommendations, and implements technical solutions to solve complicated and challenging business problems. This position reviews state legislation and ensures the Clark County School District is in compliance with applicable state and federal laws and implements solutions to meet requirements set by the Department of Education (DOE). This position supervises external contractors and assures their work meets business needs and expectations within the available budget. This position is responsible to the Director IV, HCM System Services, Technology and Information System Services (TISS) Division, Operational Services Unit (OSU).

Essential Duties and Responsibilities

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

1. Develop technical solutions and software tools critical to a large school District, such as school budgeting, Human Resources (HR) operations, employee hiring, and employee evaluation among other operations.
2. Plan, design, and modify software tools to reflect legislation, regulation and business process changes.
3. Coordinate, collect, and verify finance and operation parameters to allocate school budgets.
4. Support strategic budget planning for school principals.
5. Produce budget allocation reports to the Business and Finance Unit and other departments.
6. Plan, schedule, supervise, and review the work of application programming staff and activities related to HR and strategic budget systems and other HCM applications.
7. Train staff and users in work procedures and provide technical assistance in difficult situations, as directed.
8. Follow legislation and maintain relationships to ensure the district meets legal requirements such as financial, budgeting and employee requirements with hiring and evaluation processes.
9. Modify software and tools to meet ever changing requirements and provide training to employees when tools change.
10. Develop, test, and maintain HCM tools, Taleo; HR Applicant Tracking System [ATS]), Employee Evaluations, and School Based Budgeting based on analyzing business operations, staffing, and financial requirements.
11. Provide technical solutions to help meet business needs.
12. Modify software modules to assure business rules are in sync with legislation, regulations, and business changes.
13. Provide support and customer service to administrators and staff.
14. Assist with resolving complex technical Service Desk Manager Requests.
15. Plans, assign, and schedule tasks to supervised staff and review work performed by staff.
16. Assist and facilitate teamwork.
17. Train staff in program applications with standardized procedures, framework, and development tools; train end users to use the developed applications.
18. Produce reports related to position such as budget reports, employee evaluation reports, etc.

19. Periodically direct and work with server and database administrators for server and database maintenance, configuration updates, security patches, migrations, and resolving technical issues.
 20. Research and study available technologies which can be used to develop system applications in secure and more effective ways.
 21. Set deadlines to functional departments to submit required input data or parameters for budget allocation, employee evaluations, etc. Verify received data to assure the data is complete and accurate.
 22. Explain budget line details, budget adjustment if parameters updated, corrected or new elements are added and other activities.
 23. Perform other duties related to the position, as assigned.
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Position Expectations

1. Must demonstrate excellent customer service and professional skills and business acumen.
 2. Knowledge of managing large software development projects and managing several large projects simultaneously.
 3. Knowledge of how software is developed and tested.
 4. Knowledge of how software is placed into production and monitored.
 5. Substantial knowledge with employee information systems, business systems, Enterprise Resource Planning (ERP) systems, or web-based applications.
 6. Ability to manage many demanding, high-priority tasks simultaneously.
 7. Ability to manage large technical projects from planning through implementation and operation.
 8. Ability to communicate current and future software needs of the District.
 9. Ability to communicate complex technical issues in less technical terms so that those impacted by the issues can understand them.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university in Management Information Systems (MIS) or Computer Science (CS); or,

An earned bachelor's degree from an accredited college or university in MIS or CS; plus, two (2) additional years of experience beyond the minimum requirements below can be substituted for the masters' degree; 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 a corresponding or related position or have previously demonstrated at least five (5) years of successful supervisory experience related to the administrative position.
2. A minimum of five (5) years of experience in application development and management of enterprise-wide systems including at least three (3) years of successful supervisory experience in a technology related position.
3. Demonstrated technical and organizational skills to solve complex technical problems.

Preferred Qualifications

None specified.

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: 02/10/23
- Created: 03/10/22