

Human Resources Division (HRD)

Manager

Position Details

Class Code: 4199

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 57 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, provides administrative assistance along with management support which requires a high degree of awareness, tact, initiative, as well as creativity in coordinating projects, resolving problems, and completing projects.

Essential Duties and Responsibilities

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

1. This position provides support to the Assistant Human Resources (HR) Officers.
2. May assist the Assistant HR Officer(s) by researching and retrieving applicable personnel records or documents needed to fulfill Requests for Information (RFI), public information requests, subpoenas, court orders, etc., that have been requested by individuals and entities who have the legal regulatory authority to request and receive those records.
3. Supervises and reviews all fiscal matters of the Division.
4. Responsible for and maintains the financial and budget functions of the Division: Systems Application and Products (SAP), Budget Requests, Position Requests, Position Controls, Expense Adjustments, 13 Clark County School District credit cards and four (4) budgets, reconciling, processing CCF-174s, etc.

5. Responsible for auditing time reporting for accuracy.
6. Provides information and statistics to HR administrators. This position is responsible for being a frontline responder to complaints regarding services provided by the HRD.
7. Responsible for supporting and monitoring all Temporary Clerical Assistants for schools and departments.
8. Responsible for employees returning from any type of Leave of Absence placements (settlement agreements, Risk Management, Diversity and Affirmative Action, etc.).
9. Researches as well as completes subpoenas and court orders from the Department of Welfare, District Attorney Offices, U.S. Marshals, Department of Defense and Federal Investigators; Researches as well as completes U.S. Government and Nevada police departments' verifications; Additionally, this position is responsible for communicating former employee sexual misconduct.
10. Routes to the appropriate department all Settlement Agreements, Dismissals, and Recommendations for Dismissal.
11. Independently researches, prepares, and summarizes information for special projects with critical deadlines. Creates as well as maintains HR training documents and procedure manuals.
12. Provides administrative support by researching questions, obtaining information, coordinating, disseminating information, and following up on the progress along with status of projects.
13. Responsible for managing and facilitating internal operations of the Division, including Division communications.
14. Provides leadership, supervision, direction, and daily oversight to HR Division staff for smooth flow of information along with delivery of services to ensure that procedures are implemented and followed.
15. Demonstrates ability to resolve issues.
16. Involves frequent contact with Superintendent's Office, Regions, the public, and employees, requiring that information be obtained and relayed, when necessary.
17. Utilizes advanced computer software skills to prepare correspondence, complex reports, charts, tables, and forms; prepares, maintains, and provides statistical information; may be required to write memos, correspondence, or reports.
18. Reviews and analyzes materials for typographical/grammatical accuracy, format, conformance with procedures, internal consistency, and proper approvals.
19. Attends meetings, provides agendas, takes meeting minutes, and provides support by taking dictation/notes/transcriptions.
20. Provides input for the evaluation of assigned support professionals.
21. Conforms to safety standards, as prescribed.

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

Distinguishing Characteristics

Involves the support of clerical staff to provide administrative assistance and management support to the Assistant HR Officers. Work is accomplished by working independently, directing other secretarial/clerical staff, and requiring the assistance of administrators to adhere to the directives of the Chief HR Officer/Deputy Chief HR Officer to fulfill the goals of the Division. The scope and complexity of this position is such that it deals with diverse matters which require an extensive knowledge of Clark County School District (CCSD).

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of secretarial practices, business machines, office management, and recordkeeping.
2. Knowledge of management principles and standard budgeting/recordkeeping systems.
3. Knowledge of budget and payroll systems.
4. Extensive knowledge of personal computers and software applications, including word processing, databases, spreadsheets, and presentations.
5. Ability to plan, organize, and set priorities on work as well as work independently without immediate supervision.
6. Ability to keep information confidential and maintain an ethical attitude.
7. Ability to gain cooperation and conformance without authority.
8. Ability to interpret, explain, and apply written/verbal instructions, along with procedures, and regulations.
9. Ability to supervise subordinates.
10. Ability to demonstrate strong writing skills and perform editorial checking for spelling, punctuation, and grammar.
11. Ability to use discretion and make sound judgments.
12. Ability to demonstrate strong communication and leadership skills.
13. Ability to determine procedures for handling unique problems.
14. Ability to meet predetermined deadlines and demonstrate flexibility in shifting to new tasks when priorities change.
15. Ability to promote public relations as well as deal tactfully and diplomatically with people.

16. Ability to concentrate on accuracy of details.
 17. Ability to work flexible hours or shifts.
 18. Ability to judge when to act independently and when to refer situations to an administrator.
 19. Ability to cooperate with management, staff, outside agencies, and the public.
 20. Ability to recognize and report hazards and apply safe work methods.
 21. Ability to perform mathematical and statistical analysis.
 22. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Education Development (GED), foreign equivalency, etc.).
2. Six (6) years of secretarial/clerical experience with extensive public contact. (Must have included supervision of projects and/or staff, organization, coordination, and performance of duties at a responsible level).
3. Professional level work experience in human resources or personnel (recruitment and selection, evaluating employment applications, staffing, interviewing, job analysis, testing, payroll, etc.).

Licenses and Certifications

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

Preferred Qualifications

Ability to take dictation (shorthand, speedwriting, stenography, Dictaphone, etc.) at the rate of 80 words per minute and/or transcription of recordings at an equivalent rate.

Document(s) Required at Time of Application

1. Copy of a valid driver's license or state-issued identification card.
 2. High school transcript or other equivalent (GED, foreign equivalency, etc.).
 3. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD Human Resources Division (HRD) – travel to schools and other department offices.

Work Environment

Strength

Sedentary/light - exert force up to 25 lbs., occasionally/frequently/constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Various computers, printers, typewriters, copy machines, calculators, fax machines, telephones, filing cabinets/equipment, etc.

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: 10/10/23
- Created: 12/01/22