



Deputy Human Resources (HR) Chief of Recruitment/Retention, Development and Business Processes

Position Details

Job Code: U7391

Reference Code: A512

Division/Unit: Human Resources

Classification: Professional-Technical

Terms of Employment: At-Will, Equivalent to [Step 46 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to serve the Chief Human Resources Officer and is responsible and accountable for leading, managing, and supervising Human Capital Management (HCM) functions related to talent acquisition, talent development, and talent retention for the Clark County School District which includes advertising, recruitment, selection, placement, induction/mentoring, performance management, professional learning, career progression, and applicant/employee records. In addition, the ability to analyze business processes in order to provide recommendations for improvements that achieve expected ends/results. Analytical skills for reviewing information, identifying important issues and formulating alternative solutions to problems in the area of responsibility. Knowledge of the HCM systems design and operational processes; ability to remain current with changing technology as it relates to HCM processes, operations, and system configuration. Ability to think and function logically in a multi-tasking environment. Consulting and partnering skills to successfully achieve ends/result. This

position is directly responsible to the Chief Human Resources Officer, Human Resources Division (HRD).

Essential Duties and Responsibilities

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

1. Drives data collection and analysis for planning in order to provide information and reports progress and needs as well as recommends necessary actions concerning recruitment and professional learning for all employee groups.
2. Understands and ensures implementation of federal and state legislation and District policies related to hiring.
3. Develops a project team responsible for providing process analysis and re-engineering with an understanding of technical problems and solutions as they relate to the current and future HR business environment.
4. Formulates or modifies procedures to solve complex problems based on both user needs and a thorough understanding of business systems and requirements. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirement specifications and/or procedural changes.
5. Responsible for keeping up to date and sustaining reliability and accuracy of current technology being used by CCSD. With the support of the District, attends training to ensure skill level in various technologies is at the level required to perform in current position.
6. Responsible for maintaining timely and accurate information and accountable for the quality of information maintained by those they supervise.
7. Creates process change by integrating new processes with existing ones and communicating these changes to impacted business systems teams.
8. Communicates with principals and District administrators to meet the cultural diversity goals of the District and support districtwide goals and initiatives related to maintaining a diverse workforce.
9. Oversees pre-service and first-year employee induction and development functions.
10. Ensures appropriate numbers of effective teachers and principals are recruited and placed in high-need schools.
11. Compiles, analyzes, and interprets data necessary to inform recruitment strategies and professional learning areas of emphasis.

12. Oversees and modifies practices for recruiting/hiring diverse candidates through data collection and analysis and uses this data to implement process improvements.
 13. Collaborates with District and region administration, schools, and community-based agencies to generate a pool of highly-qualified diverse applicants.
 14. Oversees and monitors the development and implementation of division policies and procedures so that effective talent is acquired, strategically placed, and equitably distributed in schools/departments.
 15. Oversees compensation for all employee groups.
 16. Works with the appropriate responsible parties within the HRD and the Business and Finance Unit in the oversight of contract, wage, and salary administration.
 17. Serves as a District representative and assumes responsibility at local, state, and national meetings, governmental hearings, and events pertaining to areas within the division.
 18. Supervises and evaluates programs and staff.
 19. Communicates and implements applicable laws, codes, regulations, policies, and procedures.
 20. Demonstrates excellent interpersonal skills using tact, patience, and courtesy.
 21. Exemplifies integrity, candor, and high ethical conduct.
 22. Implements the District's vision of continuous review and improvement of processes and procedures throughout the division.
 23. Performs other duties related to the position, as assigned.
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Position Expectations

1. Ability to direct and implement major projects and initiatives. Excellent organizational, administrative and project management skills, including the ability to assess and diagnose critical areas for attention, develop strategies, and translate them into concrete action.
2. 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.
3. Possess a sense of vision and projects that sense, involves others in accomplishing goals and solving problems, and interacts with diverse employee groups successfully.
4. Possess an understanding of the change process and its relationship to current trends in large urban school districts; ability to plan and implement change to improve student learning.

5. 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.
 6. Effectiveness in using computer technologies to enhance professional learning opportunities and to manage departmental functions.
 7. Ability to exercise good judgment, insight, self-awareness, integrity, and cultural responsiveness when interacting with diverse employee groups, patrons, and partners of the District.
 8. 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.
 9. Ability to communicate effectively in both written and verbal form with the ability to make clear, persuasive presentations to diverse groups.
 10. Ability and desire to establish positive relationships with persons regardless of 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, with an active commitment to equal opportunity for all students and staff.
 11. Ability to represent the District in the community through business partnerships and activities.
 12. Demonstrate understanding and sensitivity to the needs of various cultural and ethnic groups in the community.
 13. Ability to maintain the confidentiality of information.
 14. Capable of diplomacy, judgment, leadership, problem solving, and accountability.
 15. Strong collaborative leadership skills.
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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

None specified.

Experience

1. Satisfactory service in corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.

2. Six (6) years of experience in a specific business area which provides the necessary expertise and knowledge associated with HR and business processes.
3. Working knowledge and technical training in Enterprise Resource Planning (ERP) and HR Applicant Tracking System (ATS) processes and systems operations.
4. Previously demonstrated a minimum of four (4) years supervisory experience in a corresponding or related position in an organization of at least 8,000 employees.
5. Project Management Experience.
6. Demonstrated success working with and through people in establishing goals, objectives, and action plans to produce expected results.

Preferred Qualifications

1. Master's degree from an accredited college or university.
2. Information Technology (IT) Certification.
3. Lean Six (6) Sigma Certification.
4. Experience in a HR leadership position.
5. A minimum of seven (7) years of experience working in a K-12 environment.
6. Knowledge of technology systems related to HR functions.

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: 10/04/22
- Created: 10/04/22