

Coordinator III, Classification Compensation, Human Resources

Position Details

Job Code: U7402

Reference Code: A651

Division/Unit: Human Resources

Classification: Professional-Technical

Terms of Employment: [Step 40 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: NON-EXEMPT

Position Summary

This position leads and oversees a comprehensive classification and compensation program for all employee pay groups within the Clark County School District (CCSD), ensuring structural integrity and alignment with organizational goals. This position reports directly to the Assistant Human Resources Officer (AHRO) of the Human Resources Unit (HRU).

Essential Duties and Responsibilities

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

1. Directs and conducts in-depth position classification reviews across multiple categories to ensure equitable compensation structures.
2. Facilitates collaboration with HRU leadership to critically analyze and review complex job classification and reclassification requests; ensures comprehensive quality control of classifications for new and existing roles, performing job audits as necessary.
3. Utilizes advanced analytical techniques through personal interviews, structured questionnaires, and existing class descriptions to assess and validate positions' duties and responsibilities, producing concise class descriptions that accurately reflect job content, levels, compensable factors, and interrelationships.
4. Evaluates and provides strategic recommendations for classification and salary range placements of roles utilizing in-depth job descriptions and objective, points-

based evaluations.

5. Engages with administrators, departmental leaders, employees, and bargaining units concerning classification and compensation matters; partners with the Finance Department to address budgetary impacts; secures required approvals, advises departments on strategic recommendations, and facilitates the implementation of approved requests.
6. Interprets and communicates HRD policies and procedures; effectively addresses complex inquiries from employees, management, external agencies, and the public.
7. Conducts comprehensive labor market surveys to benchmark competitive compensation rates; responds promptly to survey requests from external organizations.
8. Analyzes survey data to formulate and recommend enhancements to the compensation program to senior management.
9. Develops, writes, and maintains high-quality job descriptions to accurately mirror job content; chairs job description review committees and leads discussions on best practices.
10. Maintains and updates classification and compensation databases and the CCSD's job description platform.
11. Prepares detailed statistical reports regarding classification and compensation, conducting compensation surveys to ensure alignment with competitor salary structures using sophisticated statistical methodologies.
12. Provides insightful input for the performance evaluation of subordinate staff.
13. Assists in conducting research for testing and establishing assessment criteria for written examinations; aids in evaluating tests and communicates results to candidates.
14. Facilitates testing requests and leads the administration of written assessments.
15. Innovates approaches to identify compensation challenges and devise practical solutions, researches and implements best practices.
16. Assists with the implementation of the HRU mission and commitments.
17. Assists with liaison responsibilities with other departments, as assigned.
18. Assists with special projects, reports, and programs, as assigned.
19. Prioritizes and facilitates the timely resolution of multiple critical issues and pending requests.
20. Interprets rules, regulations, policies, and procedures to employees and the public.
21. Ensures compliance with all federal, state, and local regulations.
22. Manages, mentors, and evaluates assigned support professionals.
23. Responsible for approving time requests, auditing HR payroll variances for accuracy, and monitoring budgets to assist.
24. Continuous improvement of business processes to include drafting and implementing process mapping, interactive workflows, and standard operating procedures.
25. Ability to direct the work of support professional employees, fostering an environment that focuses on quality results while motivating, developing, and

supporting diverse departments, encouraging continuous improvement, and working effectively as a diverse team member.

26. Adheres to safety standards at all times.

27. Performs other duties related to the position, as assigned.

Position Expectations

1. Extensive knowledge of District employee classification and compensation procedures.
2. Proficient in relevant computer applications and HR management systems.
3. Expertise in job analysis and evaluation principles, methods, and procedures.
4. Familiarity with objective, points-based classification systems.
5. Ability to design, implement, and maintain databases and sophisticated spreadsheets.
6. Exceptional verbal and written communication skills.
7. Capability to determine competitive compensation rates through data analysis and HRU systems utilization.
8. Strong analytical skills to evaluate complex compensation data and draw logical conclusions.
9. Proven ability to manage and coordinate project resources effectively.
10. Comprehensive understanding of District operations.
11. Ability to interpret, explain, and implement written and verbal procedures accurately.
12. Proficient in performing mathematical calculations and statistical analyses.
13. Ability to exercise discernment and discretion with sensitive, confidential issues.
14. Commitment to enhancing departmental service efficiency and effectiveness through team collaboration and innovative suggestions.
15. Skill in setting goals and enforcing deadlines while remaining adaptable to changing priorities.
16. Ability to independently gather data and prepare complex reports; adept at delivering presentations.
17. The capability to gain cooperation and adherence from stakeholders without formal authority.
18. Proficient in supervising, mentoring, and evaluating subordinate staff.
19. Ability to work collaboratively with management, staff, and external agencies.
20. Competency in recognizing and reporting hazards while applying safe work practices.
21. Ability to work cooperatively with other administrators, licensed personnel, and support professional personnel in schools and other departments in the District.
22. Understanding and sensitivity to the community's cultural diversity.
23. Knowledge and understanding of broad community issues.
24. Knowledge and understanding of District policies, regulations, and procedures.
25. Knowledge of federal, state, and local laws and regulations.

26. Proven clear and effective communicator who can build trusted relationships and work effectively with individuals at all levels from diverse cultural, social, and ethnic backgrounds.
 27. Possess adept writing and editing skills, able to efficiently and effectively draft, i.e., correspondence, presentations, memos, in the voice of HR leadership.
 28. Ability to determine procedures for handling unique problems.
 29. Ability to meet predetermined deadlines and be flexible in shifting to new tasks when priorities change.
 30. Possesses strong technology skills; able to quickly learn and operate various software, apps, and programs.
 31. Functions well with minimal supervision and delivers quality outcomes under pressure and deadlines.
 32. Possess physical and mental stamina commensurate with the responsibilities of the position.
-

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

Applicant/employee must be able to provide their own transportation.

Experience

Satisfactory service in corresponding or related positions requiring a high level of professionalism, confidentiality, and responsiveness, or at least five (5) years of successful supervisory experience related to the administrative position.

Preferred Qualifications

1. Experience working in a K-12 environment.
2. Lean Six Sigma Certification.
3. Experience working with Human Resources.
4. Project management experience/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, military status, or other characteristics protected by applicable law. Here at the 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

- Created: 05/26/2025