

# Coordinator III, Administrative Compensation, Contracts, and Employee Records

## Position Details

Job Code: U7402

Reference Code: A666

Division/Unit: Human Resources

Classification: Professional-Technical

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

FLSA STATUS: EXEMPT

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## Position Summary

This position is responsible for coordinating documentation, compensation, contracts, and employment records associated with provisions for salary payments to Clark County School District administrators, school police administrators, and Clark County School District Board of Trustee Members. This position is also responsible for oversight and implementation of all contractual compensation and legal separation provisions, including terminations. This position is directly responsible to the Deputy Chief Human Resources Officer, Human Resources Division (HRD).

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## Essential Duties and Responsibilities

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

1. Coordinates and oversees the processing of the salary/contracting for CCSD administrators, police administrators, and Board of Trustee Members.

2. Assists in the interpretation of and applies CCSD policies and regulations, negotiated agreements, and department procedures in relationship to administrator pay and salary placement issues.
  3. Communicates with other departments/schools regarding personnel/pay/payroll issues, policies and procedures.
  4. Oversees the application of new-year salaries (rolling of contracts) for all administrative employees.
  5. Oversees preparation and distribution of contracts and notices of intent for all administrative employees. Oversees the issuance of supplemental contracts for administrative employees.
  6. Works cooperatively with the Payroll Department and Benefits Office regarding administrator pay, salary issues, and related benefits issues.
  7. Monitors/reviews administrator reported time for extra pay in Human Capital Management (HCM) to ensure against duplicate or inaccurate submissions.
  8. Processes administrator separations (resignations, retirements, etc.).
  9. Oversees the assessment of school-based administrative (principal) positions for salary step placement. Evaluates and recommends classification and principal step placement for school sites utilizing an objective point factor evaluation plan.
  10. Analyzes the processing of salary increments and the maintenance of employee work history information for CCSD administrators.
  11. Monitors personnel requisitions, pay source documents, and the processing of employee pay records.
  12. Researches and prepares miscellaneous reports, surveys, and requests for information related to administrative personnel issues.
  13. Prepares salary change and cost comparison reports for budgetary purposes.
  14. Identifies, researches, analyzes, and resolves discrepancies or inconsistencies of adjusted hire dates, evaluation dates, policy changes, etc.
  15. Assists other staff members in creating the CCSD's Licensed, Unified, and Support Professional Employee Calendar. Establishes the corresponding calendar of work days to be utilized for administrative payroll calculations.
  16. Serve as the District's primary contact for all Public Employees' Retirement System of Nevada (PERS) administrator related inquires and documentation.
  17. Ensure compliance with District regulations concerning leaves of absences, resignations, and retirement for administrators.
  18. Performs other duties related to the position, as assigned.
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## Position Expectations

1. Knowledge of District policies and regulations, relevant Nevada Revised Statutes (NRS) statutes, and the Clark County Association of School Administrators and Professional-technical Employees (CCASAPE) and the Police Administrators Association of the Clark County School District Police Department (CCSDPD) collective bargaining agreements (CBAs).
  2. Knowledge of and ability to apply an objective point factor system related to the classification of school principal positions.
  3. Ability to analyze problems, suggest solutions, and implements resolutions.
  4. Ability to communicate effectively in oral and written form.
  5. Ability to interact positively and effectively to solve problems by listening, thinking creatively, and finding solutions within the context of regulations and/or other compliance requirements.
  6. Ability to manage multiple tasks and responsibilities and to prioritize accordingly.
  7. Ability to analyze complex compensation data and make logical conclusions.
  8. Ability to perform mathematical computations and analysis.
  9. Ability to use good judgement and discretion with sensitive, confidential issues and projects.
  10. Ability to contribute to the efficiency and effectiveness of the department's service to District staff by offering suggestions and directing or participating as an active member of a work team.
  11. Ability to direct work of support professional employees, fostering 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.
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## Position Requirements

### Education and Training

An earned masters' degree from an accredited college or university;

An earned bachelor's degree from an accredited college or university plus five (5) years of additional experience can be substitute for the master's degree requirement; 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. Experience working in one (1) or more of the following areas: payroll, human resources data, contracts, compensation, and employee records.

## **Preferred Qualifications**

None specified.

## **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: 01/12/23
- Created: 01/12/23