

# Director I – Employee Compensation and Separation Compliance

## Position Details

Job Code: U7100

Reference Code: A886

Division/Unit: Human Resources

Classification: Professional-Technical

Terms of Employment: [Step 42 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position is responsible for overseeing documentation, compensation, and employment records associated with provisions for salary payments to Clark County School District support professionals. This position is also responsible for oversight and implementation of all legal separation provisions, including terminations, and unemployment provisions and hearings. This position is directly responsible to the Director III, Compensation, Human Resources Division.

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## Essential Duties and Responsibilities

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

1. Oversee, coordinate, and assign the compensation procedures for new and returning support professionals, including salary placement as well as additional procedures required by federal and/or state statutes and District regulations.
2. Supervise salary placement, adjustments, approval of increments, and extra pay.
3. Serve as the District's primary contact for all Public Employees' Retirement System of Nevada (PERS)-support professional related inquiries and documentation.

4. Oversee the processing and closing out of personnel files for support professional separations (resignations, retirements, etc.).
  5. Oversee and monitor the tracking and filing of employee documents in the document DNA system.
  6. Oversee preparation of salary change and cost comparison reports for budgetary purposes.
  7. Prepare annual or monthly reports related to employee compensation and records.
  8. Ensure compliance with District regulations concerning leaves of absence, resignations, and retirements of employees.
  9. Review, implement, and ensure processing of employment status changes to be in compliance with settlement agreements and arbitration decisions to determine changes in payroll.
  10. Serve as custodian of personnel files.
  11. Select, conduct staff training, supervise work assignments, schedules, and evaluate the performance of assigned staff.
  12. Assist in the interpretation of, and apply District policies and regulations, negotiated agreements, and department procedures in relationship to pay and salary placement issues.
  13. Supervise the research, identification, and resolution of discrepancies or inconsistencies of adjusted hire dates, evaluation dates, policy changes, etc.
  14. Work cooperatively with the payroll department regarding pay and salary issues.
  15. Communicate with other departments/schools regarding personnel/pay/payroll policies and procedures.
  16. Monitor and supervise personnel requisitions, pay source documents, and the processing of employee pay records.
  17. Track employee suspensions.
  18. Perform other duties related to the position, as assigned.
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## **Position Expectations**

1. Knowledge of arbitration decisions and settlement agreements to determine changes in payroll.
2. Knowledge of payroll policies and procedures.
3. Knowledge of the District's hiring and termination process.
4. Working knowledge of PERS.
5. Working knowledge of federal, state, and local mandates.
6. Understanding and support of the division priorities and goals.

7. Ability to direct work of support staff 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.
  8. Ability to implement and monitor effective processes to ensure accuracy and compliance.
  9. Ability to analyze problems, suggest solutions, and implement resolutions.
  10. Ability to communicate effectively in oral and written form.
  11. 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.
  12. Ability and desire to establish positive relationships with persons regardless of race, gender, physical limitation, sexual orientation, or religious belief, with an active commitment to equal opportunity for all students and staff.
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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 required.

### **Experience**

1. Satisfactory service in corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. Five (5) years progressively responsible work experience in human resources.
3. Experience in project management.

### **Preferred Qualifications**

Knowledge of District policies and regulations, relevant NRS statutes, and collective bargaining agreements (CBAs) for all employee groups.

**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: 04/28/22
- Created: 11/08/19