

# Director II, Special Projects & Inquiries/Investigations

## Position Details

Job Code: U7101

Reference Code: A249

Division/Unit: Office of the General Counsel

Classification: Professional-Technical

Terms of Employment: [Step 43 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position functions as the responsible line administrator for independently conducting high-stakes, high profile and/or highly political investigations for allegations of employment or criminal misconduct brought to the attention of the General Counsel and Superintendent. This position manages confidential Office of the General Counsel (OCG) investigations prompted by concerns by internal work-streams and external agencies and will report findings of fact and recommendations to the General Counsel and Superintendent. This position also functions to research and interpret Clark County School District regulations and Clark County School District Board of Trustees policies; collective bargaining agreement (CBA) articles/terms; as well as Nevada Department of Education (NDE), Nevada Revised Statutes (NRS), and Nevada Administrative Code (NAC) statutes and regulations. In addition, this position functions to advise division, department, and academic leaders of best practices to prevent potentially legally actionable acts or omissions by District employees and/or practices through various modes of correspondence to include districtwide training as mandated by the General Counsel or Superintendent. This position is directly responsible to the General Counsel, Office of the General Counsel.

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## Essential Duties and Responsibilities

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

1. Conducts internal investigations, as appropriate in response to complaints and inquiries as assigned by the General Counsel.
  2. Prepares and executes necessary steps of an investigation to include collection of evidence, data analysis, historical research, interviewing of witnesses, cross-referencing of facts and details, and the summarizing of findings in written reports.
  3. Researches, investigates, and provides recommendations concerning District and/or division and department functions and practices to the General Counsel.
  4. Assists the General Counsel in investigating and responding to complaints filed with and by various outside agencies including, but not limited: to the NDE, Employee Management Relations Board (EMRB), Nevada Division of Industrial Relations (DIR), Nevada Equal Rights Commission (NERC), and Occupational Safety and Health Administration (OSHA).
  5. Investigates and researches any issue and/or matter relating to the CBAs under Chapter 288 of the Nevada Revised Statutes (NRS).
  6. Serves as the OGC primary contact for Clark County School District Police Department (CCSDPD), Las Vegas Metropolitan Police Department (LVMPD), Henderson Police Department, and North Las Vegas Police Department regarding any investigations involving the District or any of its employees.
  7. Plans, organizes, and facilitates implementation of districtwide training regarding new regulations, Board policies, practice, or procedures as warranted and assigned by the General Counsel.
  8. Works with various outside agencies including, but not limited to: the Office of the Attorney General and the Clark County Office of the District Attorney, as assigned.
  9. Provides assistance to the General Counsel and other staff attorneys in implementation of contract management, as appropriate and necessary.
  10. Provides assistance in the drafting of new District policies and regulations and/or assist with revisions of existing policies and regulations, as assigned.
  11. Works closely with other departments within the District to ensure consistency in decisions and communications to staff concerning District regulations, policies, practices, and processes for various topics, as assigned.
  12. Performs other duties related to the position, as assigned.
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## Position Expectations

1. Working knowledge and experience in communicating and interpreting District regulations, policies, NRS', CBAs and a working knowledge of District and department processes.
  2. Knowledge of the Nevada Educator Performance Framework (NEPF), Nevada Academic Content Standards (NVACS) Smarter Balanced Assessment Consortium (SBAC).
  3. Working knowledge of laws and regulations related to equal opportunity/affirmative action.
  4. Ability to work collaboratively and cooperatively with diverse school and administrative personnel and representatives of diverse community organizations or agencies.
  5. Ability to make effective presentations to District and community groups.
  6. Ability to work independently with little direct supervision as well as work as part of a team; meet deadlines; deal with difficult individuals while maintaining composure.
  7. Possess excellent oral and written communication skills in order to represent the department and District and a demonstrated ability to adapt such skills to diverse audiences and the ability to create letters and reports of a professional nature.
  8. Excellent public relations skills and experience working cooperatively with representatives of diverse constituencies.
  9. Effective computer skills, including proficiency in word-processing and database software.
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## Position Requirements

### Education and Training

An earned master's degree from an accredited college or university in human resources management, business, public administration, or a closely related field or currently serving as a professional-technical employee with the Clark County School District. A bachelor's degree from an accredited college or university and at least five (5) years successful experience related to the position may be substituted for the master's degree requirement.

### Licenses and Certifications

Nones.

## **Experience**

1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.
2. Minimum of two (2) years successful experience in communicating and interpreting District regulations, policies, NRS', and the CBAs.
3. Specialized training and/or experience within the area of employment investigations.

## **Preferred Qualifications**

None specified.

**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: 04/14/22
- Created: 09/14/15