

Coordinator IV, Unemployment Services Representative

Position Details

Job Code: U7403

Reference Code: A595

Division/Unit: Office of the General Counsel

Classification: Professional-Technical

Terms of Employment: [Step 41 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position is responsible for the administration of unemployment liability and unemployment claims filed against the Clark County School District. This position reports directly to the General Counsel or designee, Office of the General Counsel.

Essential Duties and Responsibilities

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

1. Serves as the Clark County School District's unemployment hearing representative and advocates at unemployment hearings; presents evidence; testifies; analyzes the need for additional witnesses and requests an administrator with firsthand knowledge of the case to attend the hearing and testify; and determines which unfavorable decisions to appeal.
2. Investigates, analyzes, and processes complex unemployment claims filed against the Clark County School District and develops comprehensive responses that include explanations of District policies and regulations, negotiated agreements and Nevada Revised Statutes (NRS) 391.

3. Researches, prepares, and organizes evidence to support the appeal of unfavorable determinations against the District; ensures compliance with state and federal unemployment law; communicate with and maintain a positive rapport with the Department of Employment, Training, and Rehabilitation (DETR).
 4. Collaborates and consults with District Legal Counsel to address appealed claims and other legal issues relating to unemployment.
 5. Communicates orally and in writing with District administrators, employees, attorneys, and state agencies to ensure compliance with Nevada unemployment laws, and promotes consistency in decision-making processes related to employment/unemployment practices.
 6. Assesses financial liability and analyzes billing statements; protests charges; develops, oversees, and directs unemployment liability budget; approves purchase orders and authorizes issuance of reimbursement checks for DETR in compliance with NRS 612.620.
 7. Develops and maintains Unemployment Services webpage with Frequently Asked Questions (FAQ) and other unemployment information to educate District employees on the unemployment process and increase awareness.
 8. Develops management directives, policies, and procedures to increase productivity and provide effective administration and coordination of the Unemployment Services staff.
 9. Develops training materials and improved distribution methods to assure maximum effectiveness of procedures.
 10. Notifies District employees of reasonable assurance of employment.
 11. Trains, supervises, and evaluates the performance of assigned staff.
 12. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of applicable Nevada Revised Statutes (NRS), Nevada Administrative Codes (NAC), and Federal Statutes as they pertain to unemployment law and practices, District Negotiated Agreements, District Policies and Regulations, and Public Speaking practices.
2. Knowledge of payroll reporting practices, Human Resources policies, procedures, and personnel data management system, and procedures set forth by District departments and the Department of Employment, Training, and Rehabilitation (DETR).

3. Knowledge in gathering evidence for unemployment claims and attending appeals hearings and demonstrate a high level of self-confidence, initiative, self-direction, and organizational and problem-solving skills.
 4. Ability to work collaboratively with District Legal Counsel to effectively litigate contested claims from initial requests through the appeal process.
 5. Ability to coordinate and facilitate activities among District personnel as well as various entities regarding unemployment.
 6. Ability to motivate and persuade key staff in other departments to adhere to established guidelines and principles.
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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. Minimum of two (2) years experience with an unemployment program.

Preferred Qualifications

1. Excellent oral and written communication skills.
2. Experience involving Nevada Unemployment Hearings.

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: 04/20/22
- Created: 04/22/13