

Human Resources Unit (HRU)

Manager

Position Details

Class Code: 4199

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 57 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, provides administrative assistance and management support which requires a high-degree of awareness, tact, initiative, and creativity in coordinating projects, resolving problems, and completing projects.

Essential Duties and Responsibilities

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

1. This position provides support to the Chief Human Resources Officer (CHRO) and Assistant Human Resources (HR) Officers.
2. Supervises and reviews all fiscal matters of the Unit.
3. Responsible for and maintains the financial and budget functions of the Unit: Systems Application and Products (SAP), Budget Requests, Position Requests, Position Controls, Expense Adjustments, 13 Clark County School District (CCSD) credit cards, six (6) budgets, reconciling, processing CCF-174s, etc.
4. Responsible for auditing PeopleSoft/Manager Self Service for time and attendance reporting accuracy.
5. Provides information and statistics to HR administrators; responsible for being a frontline responder to complaints regarding services provided by the HRU.

6. Responsible for hiring and monitoring all Temporary Clerical Assistants for the use of all CCSD schools and departments.
7. Responsible for employees returning from any type of Leave of Absence placements (settlement agreements, Risk Management, Diversity and Affirmative Action, etc.).
8. Researches and completes applicable personnel records or documents needed to fulfill Requests for Information (RFI), Public Records Request, subpoenas and court orders from the Department of Welfare, District Attorney Offices, U.S. Marshals, Department of Defense and Federal Investigators; researches and completes U.S. Government and Nevada Police Departments verifications; additionally, this position is responsible for communicating former employee sexual misconduct requested by individuals and entities who have the legal regulatory authority to request and receive those records.
9. Routes all Settlement Agreements, Dismissals, and Recommendations for Dismissal to the appropriate department.
10. Performs independent research, prepares, and summarizes information for special projects with critical deadlines; maintains and creates HR training documents and procedure manuals.
11. Provides administrative support by researching questions, obtaining information, coordinating, disseminating information, and following up on the progress and status of projects.
12. Responsible for managing and facilitating internal operations of the Unit, including the Unit's communications.
13. Provides leadership, supervision, direction, and daily oversight to HR Unit staff for smooth flow of information and delivery of services to ensure that procedures are implemented and followed.
14. Demonstrates authority and ability to resolve issues.
15. Involves frequent contact with Superintendent's Office, Regions, the public, and employees which ~~requiring~~ requires that information be obtained and relayed, when necessary.
16. Utilizes advanced computer software skills to prepare correspondence, complex reports, charts, tables, and forms; prepares, maintains, and provides statistical information; may be required to write/create memos, correspondence, or reports.
17. Reviews and analyzes documents for typographical/grammatical accuracy, format, conformance with procedures, internal consistency, and ensures proper approvals are obtained.
18. Attends meetings, provides agendas, takes meeting minutes by dictation/notes/transcriptions.
19. Provides input for the evaluation of assigned support professionals.

20. Conforms to safety standards, as prescribed.
 21. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves the supervision of clerical staff to provide administrative assistance and management support to the CHRO and Assistant HR Officers. Work is accomplished by working independently, directing other secretarial/clerical staff, and requiring the assistance of administrators to adhere to the directives of the CHRO/Assistant HR Officers to fulfill the goals of the Unit. The scope and complexity of this position is such that it deals with diverse matters, which require an extensive knowledge of the CCSD and the CHRO/Assistant HR Officers responsibilities and their roles in carrying out their duties.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of secretarial practices, business machines, office management, and recordkeeping.
2. Knowledge of management principles; ~~and~~ standard budgeting/ and recordkeeping systems.
3. Knowledge of budget and payroll systems.
4. Extensive knowledge of personal computers and software applications, ~~including~~ which includes word processing, databases, spreadsheets, and presentations.
5. Ability to plan, organize, and set priorities on work and to work independently without immediate supervision.
6. Ability to keep information confidential and maintain an ethical attitude.
7. Ability to gain cooperation and conformance without authority.
8. Ability to interpret, explain, and apply written and verbal instructions, procedures, and regulations.
9. Ability to supervise subordinates.
10. Ability to possess strong writing skills and do editorial checking for spelling, punctuation, and grammar.
11. Ability to use discretion and make sound judgments.
12. Ability to demonstrate leadership skills.
13. Ability to demonstrate strong communication skills.
14. Ability to determine procedures for handling unique problems.

15. Ability to meet predetermined deadlines and flexibility in shifting to new tasks when priorities change.
 16. Ability to promote public relations and to deal tactfully and diplomatically with people.
 17. Ability to concentrate on accuracy of details.
 18. Ability to work flexible hours or shifts.
 19. Judgment as to when to act independently and when to refer situations to an administrator.
 20. Ability to cooperate with management, staff, outside agencies, and the public.
 21. Ability to perform mathematical and statistical analysis.
 22. Ability to recognize and report hazards and apply safe work methods.
 23. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Education Development [GED], foreign equivalency, etc.).
2. Five (5) years of secretarial/clerical experience with extensive public contacts, budget preparation/monitoring, auditing and processing of vendor payments and Human Capital Management (HCM) payroll processing. (Must have included supervision of projects and/or staff, organization, coordination, and performance of duties at a responsible level).
3. Professional level work experience in human resources or personnel experience (recruitment and selection, evaluating employment applications, staffing, interviewing, job analysis, testing, or payroll, etc.).

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

Ability to take dictation (shorthand, speedwriting, stenography, Dictaphone, etc.) at the rate of 80 words per minute and/or transcription of recordings at an equivalent rate.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).

2. Copy of a valid driver's license or state-issued identification card.
 3. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD Human Resources Unit (HRU) – travel to schools and other department offices.

Work Environment

Strength

Sedentary/light - exert force up to 20 lbs., occasionally; 10 lbs., frequently; negligible force, constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Computers, printers, typewriters, copiers, calculators, fax machines, telephones, filing cabinets/equipment, etc.

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 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: 02/26/25
- Created: 12/01/22