

Employee-Management Relations (EMR) – Personnel Analyst

Position Details

Class Code: 4286

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 53 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under direction, performs employee-management relations (EMR) functions according to department procedures and Clark County School District (CCSD) policies.

Responsible for routine and non-routine administrative duties, depending on the assigned task.

Essential Duties and Responsibilities

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

1. Informs administrators and supervisors of labor-related procedures and CCSD personnel regulations.
2. Maintain integrity and confidentiality of departmental records and employee documentation.
3. Performs special projects as directed, with latitude for exercising some independent judgment and initiative.
4. May assist with payroll-processing functions.
5. Performs essential recordkeeping/filing duties (coordinates and maintains departmental/employee files), both hard-copy and electronic.
6. Processes, monitors, and maintains association business leave requests.
7. Processes employee disciplinary checks.

8. Processes employee absence reports and earnings requests.
 9. Maintains and processes sick leave pools for support professionals and police officers.
 10. Audits files and prepares them for storage.
 11. Processes fitness for duty documents.
 12. Collects, processes, and delivers requests for information (RFI) for all bargaining group/individual requests.
 13. Processes appeals/grievances for all collective bargaining associations (CBA), groups, and individuals.
 14. Schedules and maintains hearings.
 15. Prepares, monitors, and tracks files for all grievances/appeals.
 16. Prepares department memos, as required.
 17. Processes settlement agreements.
 18. Answers phone calls; directs calls to appropriate individuals.
 19. Maintains status logs.
 20. Provides information to other CCSD departments upon request.
 21. Logs licensed/support professionals' discipline into the EMR database.
 22. Processes and tracks Clark County Education Association (CCEA) contract waiver requests.
 23. Processes document removal requests.
 24. May implement/apply contract language and negotiated agreement changes.
 25. May interpret, implement, and communicate pertinent negotiated agreement language.
 26. May execute, follow up, and/or track employee agreements.
 27. May be responsible for departmental budget monitoring and tracking.
 28. May control department inventory and order supplies.
 29. May track documents/files entering and leaving the department.
 30. Conforms to safety standards, as prescribed.
 31. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves complex, responsible clerical/technical duties requiring substantial judgment and analytical ability regarding employee discipline and the grievance/appeal tracking process.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of applicable federal, state, and local statutes/laws related to assigned area.
 2. Knowledge of grievance and appeal processes.
 3. Knowledge of computer applications.
 4. Knowledge of how to implement and apply contract changes and negotiated agreements.
 5. Ability to effectively communicate with people of diverse cultural, educational, and economic backgrounds, verbally and in writing.
 6. Ability to objectively collect/analyze data and prepare sound recommendations/reports.
 7. Ability to meet predetermined deadlines.
 8. Ability to plan and organize work.
 9. Ability to concentrate on the accuracy of detailed information.
 10. Ability to maintain confidentiality of information.
 11. Ability to judge when to act independently and when to refer situations to an administrator.
 12. Ability to work cooperatively with employees, applicants, the public, and other agencies.
 13. Ability to recognize and report hazards and apply safe work methods.
 14. Ability to operate basic office equipment (computers, printers, copiers, telephones, facsimile machines, etc.).
 15. 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 Educational Development (GED), foreign equivalency, etc.).
2. Two (2) years' technical experience dealing with EMR functions (appeals, grievances, arbitrations, association leave, settlement agreements, contract waivers, hearings, negotiated agreements, etc.); or, Two (2) years' increasingly responsible management/decision-making experience with extensive public contact, including project/staff supervision,

complex record coordination/organization, confidential records, data processing/analysis, or systems applications related to EMR; or, Associate degree from an accredited college or university in labor relations, human resources, or a related field.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.

Preferred Qualifications

Experience dealing with EMR/disciplinary matters.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
 2. College transcript(s) from an accredited college or university, if applicable.
 3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 4. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
 5. Safe driving record.
 6. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD Human Resources Division – EMR office.

Work Environment

Strength

Sedentary/medium – exert force of 10-25 lbs., frequently; up to 10 lbs., 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, modems, telephones, fax machines, copiers, 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: 03/27/24

- Created: 10/07/21