



NYE COUNTY SCHOOL DISTRICT

484 S WEST STREET • PAHRUMP, NEVADA 89048 • TELEPHONE (775) 727-7743 • FAX (775) 727-7768

EXECUTIVE CABINET

Joseph H. Gent, Ed.D. - Superintendent
Genoveva Lopez-Angelo - Assistant Superintendent
TBD - Assistant Superintendent
Ray Ritchie – Chief Operating Officer
Michelle “Chelle” Wright, PHR, CLRP - Director of HR

BOARD OF TRUSTEES

Leslie Campos - President
Robert White -Vice President
David Harris – Clerk
Nathan Gent
Chelsy Fischer
Larry Small
Martin Daffer

MEMORANDUM

TO: NCSD Board of Trustees

FROM: Michelle “Chelle” Wright, PHR, CLRP, Director of Human Resources

DATE: August 20, 2026

RE: Position Reclassification Request (Senior Human Resources Generalist and Shop Lead)

We are seeking approval for the reclassification of the Senior Human Resources Generalist and Shop Lead positions. This request is driven by significant changes to the roles, including the addition of oversight responsibilities and the expansion of supervision of departmental functions. These changes are documented in the updated job descriptions, which are attached for your review.

Upon approval of these reclassifications, the salary schedules for the Senior Human Resources Generalist and Shop Lead positions will be adjusted to reflect an FLSA status of Exempt. It is important to note that while the classification will change, there will be no financial increase as a result of these reclassifications. However, the salary schedules will be converted from hourly rates to annual salary amounts. The adjustment is solely to accurately align the positions with their new responsibilities and the appropriate legal classification under the Fair Labor Standards Act.

We believe these changes are crucial for the effective management and supervision of the District’s Human Resources department and Transportation Shop, and are confident that these reclassifications will align with the current operational needs and regulatory standards. We appreciate your consideration of this request.

Attachments:

Senior Human Resources Generalist Job Description
Senior Human Resources Generalist Salary Schedule
Shop Lead Job Description
Shop Lead Salary Schedule