



NYE COUNTY SCHOOL DISTRICT

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MEMORANDUM

TO: NCSD Board of Trustees

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

DATE: June 12, 2025

RE: Position Reclassification Request

We are seeking approval for the reclassification of the Project Manager position. This request is driven by significant changes to the role, including the addition of supervisory responsibilities and the expansion of oversight of departmental functions. These changes are documented in the updated job description, which is attached for your review.

Upon approval of this reclassification, the salary schedule for the Project Manager position 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 this reclassification. The adjustment is solely to accurately align the position with its new responsibilities and the appropriate legal classification under the Fair Labor Standards Act.

We believe these changes are crucial for the effective management and oversight of the Maintenance, Operations, Safety, and Security department, and are confident that this reclassification will align with the current operational needs and regulatory standards. We appreciate your consideration of this request.

Attachments:

Project Manager Job Description
Project Manager Salary Schedule