



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: September 18, 2025

RE: Position Reclassification Request (Accountant)

We are seeking approval for the reclassification of the Accountant position. This request is driven by significant changes to the role, including the addition of supervisory responsibilities and the expansion of supervision 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 Accountant 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. However, the salary schedule will be converted from hourly rates to annual salary amounts. 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 supervision of the District's Business Office and Finance 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:

Accountant Job Description
Accountant Salary Schedule