

# Director III, Payroll/Employee Benefits

## Position Details

Job Code: U7102

Reference Code: A408

Division/Unit: Business & Finance

Classification: Professional-Technical

Terms of Employment: [Step 44 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position functions as the responsible administrator for directing and managing the overall design, administration, and coordination of the payroll and benefits department functions and the Public Employees' Retirement System of Nevada (PERS) reporting for all Clark County School District employees; will oversee the contract payoff calculation process for all administrators and licensed employees; and will ensure compliance with Internal Revenue Service (IRS) reporting requirements. This position is directly responsible to the Chief Financial Officer, Business and Finance Division.

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## Essential Duties and Responsibilities

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

1. Supervise subordinate personnel in the administration and management of payroll and employee benefit plan activities.
2. Provide executive-level information and recommendations to the Executive Cabinet, which protects the District's interests.

3. Monitor trends and legislated developments in the discipline of payroll and employee benefits management to ensure the District's ongoing status as a qualified plan sponsor.
4. Maintain compliance with District policies and regulations and state and federal laws governing payroll operations and employee benefits.
5. Develop payroll-processing procedures to accommodate new labor contract provisions.
6. Recommend and participate in proposal development to modify plan design or creates new benefit plans that respond to trends, legislated developments, and management direction; provide specific instructions and procedures to staff, which consistently address benefit management needs.
7. Act as the District's managerial liaison with group insurance representatives, third-party administrators, bargaining units, and other outside agencies.
8. Facilitate communication with District employees regarding payroll, employee benefits, group insurance, and other tax-qualified plans.
9. Recommend policies/procedures for the implementation and management of District employee benefit plans and identify corresponding documentation to ensure regulatory compliance.
10. Establish and maintain effective payroll controls to ensure accuracy and timely payroll production.
11. Supervise the audit and correction of computer-generated payroll reports.
12. Monitor and control the use of employee leave time payments.
13. Coordinate the application of new-year teacher contract data to the payroll system.
14. Monitor and control the management of PERS contribution records.
15. Supervise the preparation and submission of employee earning reports to PERS.
16. Establish pay date calendars for all employee groups including coordination with computer output production and school calendars.
17. Supervise the distribution of payroll checks and online absence reporting system (OARS) data collection.
18. Prepare and conduct payroll data reporting in-service training for work-site personnel.
19. Coordinate the preparation and submission of federal payroll tax reports with general accounting staff.
20. Coordinate and facilitate the collection of pay data from new personnel at the beginning of each school year.
21. Develop and coordinate procedures to process special employee payments such as retroactive salary increases, longevity payments, coaches' payroll, etc.
22. Resolve benefit program policy issues at all levels.

23. Control expenditures from assigned project/fund accounts.
  24. Facilitate studies and analyze as requested by management. Oversee the maintenance of database information to validate all recommended initiatives.
  25. Interpret, evaluate, and monitor continuous changes and requirements for IRS, PERS, 403(b)/457 tax-deferred retirement plans, health insurance, Consolidated Omnibus Budget Reconciliation Act (COBRA), negotiated agreements, state legislative mandates, internal and external audits, and Legislative Council Bureau audits.
  26. Define and initiate programming implementation and revisions that result from regulation/requirement/policy changes to negotiated agreements, PERS, IRS, 403(b)/457 plans, health insurance, COBRA, audits, etc.
  27. Interpret, evaluate, process, and audit all sick leave pool enrollments for administrative, licensed, and support professionals.
  28. Performs other duties related to the position, as assigned.
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## **Position Expectations**

None specified.

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## **Position Requirements**

### **Education and Training**

An earned bachelor's degree from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District.

### **Licenses and Certifications**

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

### **Experience**

1. Satisfactory service in corresponding or related positions or at least five (5) years successful supervisory experience related to the administrative position.
2. A minimum of five (5) years successful experience in a highly responsible supervisory position of a large (minimum of 30,000 employees) organization that includes payroll/benefits administration and the management of personnel, policies, regulations, and procedures.

**When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

### **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, or 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: 04/13/22
- Created: 11/21/08