

Coordinator III, Payroll/Benefits Management Systems Developer

Position Details

Job Code: U7402

Reference Code: A721

Division/Unit: Business and Finance

Classification: Professional-Technical

Terms of Employment: [Step 40 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions oversee developing, building, and sustaining the functionality of the Absence Management and Payroll/Employee Benefits Component in Human Capital Management (HCM); closely with colleagues in the Human Resources Division (HRD), Payroll/Benefits Department, Risk Management, Employee Management Relations (EMR), Family Medical Leave Act (FMLA), and Technical Teams, as well as with other administrators, including principals, managers, and supervisors throughout Clark County School District to ensure program operations are functional, and adhere to the District's policies and procedures and negotiated agreements. This position is responsible to the Director III, Payroll/Employee Benefits Department, Business and Finance Unit.

Essential Duties and Responsibilities

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

1. Serve as a functional/data liaison for issues or enhancements needing Information Technology (IT) support (i.e., applicable functional specifications, system testing, enhancements, etc.) for absence and benefits/payroll management vendors and associations.

2. Coordinate with functional users, technical team, and consultants to develop and enhance leave administration within the HCM absence management component; develop and launch work around plans/technical solutions.
 3. Recommend changes to technical resources and draft/edit specification documents for approval and devise implementation strategies.
 4. Review and validate requirements and identify opportunities for improvement based on available system functionality and best practices.
 5. Oversee and review the migration of new or changes to existing program components in production.
 6. Coordinate Benefit Open Enrollment in HCM System.
 7. Train employees, managers, and power-users in work procedures, configuration changes, testing, business process documentation, and provide technical assistance with absence management and benefits/payroll management systems.
 8. Configure and update the absence and benefits/payroll management system as processing requirement changes or HCM system updates are required.
 9. Responsible to gather business requirements, perform fit/gap analysis, and develop functional specification for data conversion and customization for payroll and benefits HCM applications.
 10. Develop and perform absence and benefits/payroll management audit methodologies and queries to ensure compliance with collective bargaining agreements (CBA), and relevant federal, state, and local employment laws and regulations.
 11. Perform other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of all Negotiated Agreements for all employee groups.
2. Knowledge of CCSD policies and regulations related to benefits and payroll.
3. Knowledge of HCM system administration development.
4. Knowledgeable in methods and techniques for research and data collection and techniques of basic report writing. Intermediate to advance Microsoft Access and Excel skills.
5. Knowledge of and understands the principles and practices of system development and program implementation.
6. Ability to support superiors and subordinates develop compensation plans, scheduling assignments, processes, and time reporting practices.
7. Ability to prepare, review, and interpret information related to federal, state, and local laws, codes, policies, and regulations.

8. Ability to meet local, state, and federal reporting requirements and regulations.
 9. Ability to research analyze, and interpret comprehensive data and write concise, complete reports.
 10. Ability to plan, to coordinate, and to organize information received from various divisions relative to staffing developments.
 11. Ability to establish and maintain effective working relationships with state and District officials, department heads, associates, and related labor organizations.
 12. Ability to work independently, under pressure, and meet deadlines.
 13. Ability to troubleshoot complex problems and clarify or correct established procedures.
 14. Ability to interpret, apply, and explain rules, regulations, policies, and procedures.
 15. Ability to communicate clearly both orally and in writing.
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Position Requirements

Education and Training

None specified or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

None specified.

Experience

1. Satisfactory service in corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. Minimum of seven (7) experience in a business and finance related position (i.e., accounting, payroll, employee benefits, investments, etc.) of which at least two (2) years must include the administration of absence management or benefits/payroll functions within the Human Capital Management System.

Preferred Qualifications

None specified.

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: 12/29/22
- Created: 11/21/22