

# Coordinator IV, Time and Labor

## Position Details

Job Code: U7403

Reference Code: A771

Division/Unit: Business and Finance

Classification: Professional-Technical

Terms of Employment: [Step 41 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

---

## Position Summary

This position will serve as the responsible administrator for updating the payroll management software and administer and direct the Clark County School District's time and labor function; coordinate with all departments regarding correct time reporting methods; update and test PeopleSoft (PS) prior to implementation of all adjustments or corrective actions; serve as the District's primary contact for communication, operation, quality control for program strengths and vulnerabilities as it relates to the District's time and labor function; support the PS Time and Labor system for time approvers, employees, management, and the Technology and Information Systems Services (TISS) Division; and maintain the integrity of the various time and labor systems and all of their processes. This position is directly responsible to the Director III, Payroll-Employee Benefits, Business and Finance Unit.

---

## Essential Duties and Responsibilities

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

1. Coordinates with direct supervisor to create appropriate procedures for the use and implementation of the Time and Labor management system and provides direction and information to District staff to maintain high-quality performance and reliability of the system.

2. Works collaboratively with vendors to ensure optimum performance of software program and successful exports/imports data from other systems into the PS system, Systems Applications and Products in Data Processing (SAP), Excel spreadsheets, etc.
3. Collaborates with all collective bargaining units regarding time and labor management issues.
4. Collaborates with TISS departments and District staff responsible for time and labor management to ensure accurate timekeeping and time reporting; uploads pertinent information to the payroll module and accurately reports uploaded results; accurately reports and resolves all errors or issues prohibiting the appropriate use of the Time and Labor management system.
5. Schedules and monitors the Time and Labor Administration process; creates and runs ad hoc queries; runs Time Administration Time and Labor reports; researches and prepares special adjustments; resolves cross-functional exceptions errors associated with the Time Administration Process within the PS Human Capital Management (HCM) system. Run queries and reports; researches and prepares special adjustments; resolves cross-functional exceptions errors; provides data to all departments for public information requests; performs internal and external written communications; provides customer assistance to resolve issues; and assists with customer concerns.
6. Administers and manages automatic timekeeping systems as well as a variety of Time and Labor management troubleshooting and support activities such as, resolving configuration-related time exceptions and process issues concerning payable time load and last-minute updates, audit discrepancies to ensure the timeliness of payroll processing as well as coordinating the Time and Labor system integration points for various departments, divisions, and units, and reports all problems with time reporting system to appropriate administration.
7. Manages a variety of Time and Labor system set-up, configuration, and maintenance activities; schedules, plans, and coordinates annual and fiscal year Time and Labor processes.
8. Manages a variety of special projects and assignments related to the Time and Labor aspects of development, ensuring that necessary Time and Labor patches, fixes, and upgrades are applied; makes recommendations to management on solving problems using Time and Labor applications; and ensures proper integration of Time and Labor management with other business applications.
9. Represents the department Time and Labor management concerns at various meetings with other departments, divisions, units, outside agencies, and contractors; communicating information and activities with others, as appropriate.

10. Processes changes or additions to Time and Labor work rules, including processing Development Requests (DR) to design specifications for development work; and reviews and monitors of new work rules daily and implements adjustments, as necessary.
  11. Assists in the development of strategies and the preparation of clear and concise reports, supporting documentation, and statistical data to be used by District management and consultants during legislative funding hearings and labor negotiations.
  12. Performs other duties related to the position, as assigned.
- 

## **Position Expectations**

1. Knowledge of District accounting, payroll, budgeting, and financial management practices.
2. Knowledge of component interfaces (CI) to integrate one application with another application or with external systems to create, change, and load data into PS.
3. Knowledgeable in methods and techniques for research and data collection and the techniques of basic report writing. Intermediate to advanced Microsoft Access and Excel skills.
4. Knowledge of and proficient in the latest technology related to office procedures, methods, and equipment including computers.
5. Knowledge of and understands the principles and practices of system development and program implementation.
6. Knowledge of SAP.
7. Intermediate to advanced Microsoft Access and Excel skills.
8. Possess effective organizational skills.
9. Possess effective oral and written communication skills.
10. Ability to support superiors and subordinates develop compensation plans, scheduling assignments, processes, and time reporting practices.
11. Ability to prepare, review, and interpret information related to federal, state, and local laws, codes, policies, and regulations.
12. Ability to establish and maintain effective working relationships with state and District officials, department heads, associates, and related labor organizations.
13. Ability to research and analyze statistical data.
14. Ability to establish and maintain effective working relationships.
15. Ability to select, supervise, train, and evaluate staff, while clearly and concisely communicating oral and in written directives and reports.
16. Ability to plan, to coordinate, and to organize information received from various divisions relative to staffing developments.

17. Ability to work independently, under pressure, and meet deadlines.
- 

## **Position Requirements**

### **Education and Training**

An earned bachelor's degree from an accredited college or university in business administration, accounting, finance, public administration, or a closely related field 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 have five (5) years of successful supervisory experience related to the administrative position.
2. Experience with Enterprise Resource Planning (ERP) systems, including PeopleSoft HCM system with an emphasis on PeopleSoft Time and Labor and PeopleSoft security as it relates to Time and Labor.

### **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: 04/19/22

- Created: 08/26/19