



# Coordinator III, Enterprise Business Information Systems (EBIS)

## Position Details

Job Code: U7402

Reference Code: A994

Division/Unit: Technology and Information Systems Services

Classification: Professional-Technical

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

FLSA STATUS: EXEMPT

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## Position Summary

The position serves as a developer for the Human Capital Management (HCM) system. This position is responsible to the Director II, Enterprise Business Information Systems, Technology & Information System Services (TISS) Division, Operational Services Unit (OSU).

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## Essential Duties and Responsibilities

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

1. Develops, coordinates, implements, and tests cross-functional development related to the function and use of the HCM system.
2. Develops the system based on the needs of staff (support professionals, school police, licensed personnel, and administrators) while ensuring compliance with state and federal laws through strong leadership, interpersonal skills and knowledge of common system analysis techniques.

3. Conducts analyses, develops documentation, and performs extensive testing, technical development support and oversight of the following modules: Absence Management, Employee Benefits, Human Resources, Payroll, Time & Labor, Taleo (Clark County School District [CCSD] Applicant Tracking System [ATS]), the CCSD Budget Tool, and staff evaluation tool which will encompass evaluations for all employee groups.
  4. Develops, implements, and manages HCM presence and special projects.
  5. Coordinates and participates in the development of HCM content.
  6. Tests, develops, and implements HCM technologies for enterprise and educational purposes.
  7. Provides assistance, direction, and supervision to the HCM Production Services personnel.
  8. Assists in day to day work activities to ensure smooth operation.
  9. Provides HCM assistance to schools, departments, and division leadership; this includes one-on-one training, resolving technical issues, and answering questions.
  10. Provides consultation services to CCSD central office administration on application and implementation of HCM technologies.
  11. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Possess knowledge of information technologies such as computers, routers, servers, and associated software.
  2. Capable of diplomacy, judgment, leadership, problem solving, and accountability.
  3. Possess a high level of self-confidence, initiative, and self-direction.
  4. Possess strong presentation skills.
  5. Possess strong analytical, critical, problem solving, and persuasive skills.
  6. Ability to direct multiple major projects and initiatives.
  7. Ability to provide high customer service to stakeholders and division leadership.
  8. Ability to work in a team and maintain effective working relationships.
  9. Ability to communicate effectively in both verbal and written communications.
  10. Ability to work cooperatively with school and administrative personnel.
  11. Ability to maintain information security awareness and follow good practices to keep system and data secure.
  12. Ability to learn new skills and constant pursuit of improvement.
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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

A valid driver's license or state-issued identification card.

## 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 two (2) years technology management experience.
3. Four (4) years technical support experience in Payroll, Human Resources (HR) or Finance.
4. Four (4) years' experience participating in a variety of technology projects including, but not limited to data, telecommunications, and networking.
5. Successful performance in the position held at the time of application.

## Preferred Qualifications

Earned a bachelor's degree from an accredited college or university in the Science, Technology, Engineering, and Math (STEM) field.

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

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## 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, 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: 02/14/24
- Created: 03/10/22