

Applications Manager – Payroll and Human Resources

Position Details

Class Code: 1503

Job Family: Information Systems

Classification: Support Professional

Terms of Employment: Pay Grade 64 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, responsible for project management activities; supervises all aspects of development, maintenance, enhancement, and support cycles of PeopleSoft HCM, Taleo, and Planning and Budgeting Cloud (PBCS), or other platforms, products, and associated modules; initiates, recommends, and directs implementation of information systems for schools and departments to ensure a highly integrated and efficient processing environment.

Essential Duties and Responsibilities

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

1. Plans, schedules, supervises, and reviews the work of applications programming staff and activities related to the District's PeopleSoft HCM, Taleo, and Planning and Budgeting Cloud (PBCS), or other platforms and application portfolio.
2. Coordinates all resources assigned to a project from initiation through implementation.
3. Trains staff in work procedures and provides technical assistance in difficult situations, as directed.
4. Provides input into goals, objectives, and budget development for the department.

5. Confers with schools/departments to review needs for automation; assists in formulating their requirements; prepares feasibility studies and evaluations and prepares project plans to implement approved systems.
 6. Designs and analyzes system requirements; develops system and programming specifications, including PeopleSoft HCM, Taleo, and Planning and Budgeting Cloud (PBCS), or other platforms and methodologies, for staff and contract programmers.
 7. Establishes priorities, work schedules, and project plans; meets with staff and with customers to provide periodic update of projects and schedules.
 8. Schedules all ongoing maintenance activities for assigned systems; reviews problems encountered by operations staff and schools/departments; analyzes efficiency of current systems and procedures and schedules modifications and enhancements.
 9. Tracks project status and reviews work in progress to ensure conformance to plans and programming and change control standards.
 10. Motivates assigned staff and designs activities to assist in meeting organizational and team goals and demonstrate skills in facilitation of groups to accomplish tasks and to make decisions.
 11. Conforms to safety standards, as prescribed.
 12. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves all aspects of Software Development Life Cycle of PeopleSoft HCM, Taleo, and Planning and Budgeting Cloud (PBCS), or other platforms, application suite, and associated modules including but not limited to: human resources, payroll, absence management, benefits, and time & labor. Includes development, maintenance, and support of extract, transform load (ETL), functions, interfaces, enhancement, bug tracking, change control, batch and online, security, workflow, testing, quality assurance, configuration management, and technical documentation.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of principles and practices of employee supervision, work planning, organization, developing teams, performance review and evaluation, and employee motivation and discipline.

2. Knowledge of full development life cycle of PeopleSoft HCM, Taleo, and Planning and Budgeting Cloud (PBCS), or other platforms and applications.
 3. Knowledge of principles, practices, and methods of programming, systems analysis, and the ability to maintain existing code and create new code and algorithms using PeopleCode, BI Publisher, Peoplesoft Query, App Designer, and Oracle Structured Query Language (SQL).
 4. Knowledge of systems software and applications programming languages for the Clark County School District's operating environment.
 5. Knowledge of principles and techniques for quality assurance and testing of code, integrations, and work processes for new or revised computer applications.
 6. Knowledge of principles of technical report preparation including computer research and analysis techniques.
 7. Ability to manage applications projects and coordinates project resources.
 8. Ability to conduct computer systems and procedures analyses and make sound recommendations for new applications.
 9. Ability to install and use various personal computer application software packages.
 10. Ability to review and analyze customer needs and develop effective hardware and software solutions.
 11. Ability to develop detailed programming specifications and write complex computer programs.
 12. Ability to prepare clear and concise reports, documentation, and other written materials; maintain organized and accurate records of work performed; assists in developing training materials/programs.
 13. Ability to supervise, train, and evaluate assigned staff.
 14. Ability to exercise independent judgment within established procedural guidelines.
 15. Ability to contribute to the efficiency and effectiveness of the unit's service to District staff by offering suggestions and directing or participating as an active member of a work team.
 16. Ability to maintain current knowledge of technology and new user applications.
 17. Ability to coordinate multiple projects and meet predetermined deadlines.
 18. Ability to work flexible hours or shifts.
 19. Ability to develop and maintain an effective working relationship with District staff, vendors, and other agencies.
 20. Ability to recognize and report hazards and apply safe work methods.
 21. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.); and, twelve (12) years' experience in the development and support of PeopleSoft HCM, Taleo, and Planning and Budgeting Cloud (PBCS), or other platforms, of which four (4) years' were in a supervisory role will meet the college and professional experience; or,

Associate's degree from an accredited college or university in a related field (i.e., mathematics, computer science, management information systems); and, eight (8) years' of experience in the development and support of PeopleSoft HCM, Taleo, and Planning and Budgeting Cloud (PBCS), or other platforms, of which four (4) years' were in a supervisory role; or,

Bachelor's degree from an accredited college or university in a related field (i.e., mathematics, computer science, management information systems); and, six (6) years' of experience in the development and support of PeopleSoft HCM, Taleo, and Planning and Budgeting Cloud (PBCS), or other platforms, of which four (4) years' were in a supervisory role.

Licenses and Certifications

None Specified.

Preferred Qualifications

None Specified

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
2. College transcript(s) from an accredited college or university, if applicable.
3. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas

Clark County School District Central Information Systems Department, and travel to and from schools and other District office settings.

Work Environment

Strength

Sedentary to medium – exert force 20-50 lbs., occasionally; 10-25 lbs., frequently; or up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed materials and online, a Video Display Terminal (VDT) screen, and other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Various computers, printers, telephones, etc.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 10/14/21
- Created: 07/13/21