

# Organizational Management Business Specialist

## Position Details

Class Code: 2085

Job Family: Business/Finance

Classification: Support Professional

Terms of Employment: [Pay Grade 57 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general direction, oversees and maintains system-based solutions for organizational structure management; documents and executes unit/integration tests, as required.

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## Essential Duties and Responsibilities

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

1. Designs, documents, and configures the Business and Finance Unit's (BFU's) organizational management module, including creation of custom objects, relationships, and evaluation paths, matrix organization, and reorganization planning.
2. Manages the organizational structure's daily operational performance within the organizational management module.
3. Manages changes and process testing within the system, including defining testing processes and integrating with other modules.
4. Manages transport cycle for human resources (HR)-related configuration and development changes to the BFU's organizational management module.

5. Validates and audits personnel master data transferred to the mini master, including exception process management, manual system updates, and module integration troubleshooting.
  6. Analyzes/designs system solutions and gap analysis.
  7. Acts as second-level help desk support, resolving help desk tickets and communicating with functional end-users.
  8. Provides demonstrations, overviews, and trainings on the organizational management module, as needed.
  9. Conforms to safety standards, as prescribed.
  10. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Requires technical experience in configuring, maintaining, and managing finance/HR software in support of organizational structure management.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of organizational structure, policies, and regulations.
  2. Knowledge of finance/HR business processes and regulations.
  3. Knowledge of position allocations and budget formulas/restraints.
  4. Knowledge of finance/HR software.
  5. Knowledge of software configuration, design, and operational processes.
  6. Ability to create, design, and document original reports.
  7. Ability to collect data, analyze business processes, and prepare sound recommendations.
  8. Ability to support project team members to enhance HR administration data.
  9. Ability to read and interpret complex technical documents.
  10. Ability to communicate clearly, both verbally and in writing.
  11. Ability to maintain confidentiality of information.
  12. Ability to judge when to act independently and when to refer situations to a supervisor.
  13. Ability to cooperate with management, staff, and the public.
  14. Ability to recognize and report hazards and apply safe work methods.
  15. Possess physical and mental stamina commensurate with the responsibilities of the position.
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# Position Requirements

## Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Two (2) years of coursework from an accredited college/university in personnel management, finance, accounting, information technology, management information systems, or related fields; plus, five (5) years' work experience in a business/professional environment related to finance/HR, including two (2) years of experience related to enterprise-level systems support/administration and two (2) years' experience related to Legacy systems analysis (i.e., RStars); or, Seven (7) years' work experience as described above.

## Licenses and Certifications

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

## Preferred Qualifications

None specified.

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## Document(s) Required at Time of Application

1. Copy of a valid driver's license or state-issued identification card.
  2. High school transcripts or other equivalent (i.e., GED, foreign equivalency, etc.)
  3. Transcript(s) from an accredited college/university, if applicable.
  4. Specific documented evidence of training and experience to satisfy qualifications.
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## Examples of Assigned Work Areas

Clark County School District facilities - schools and department offices.

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## Work Environment

### Strength

Sedentary/light - exert force up to 25 lbs. occasionally.

## **Physical Demand**

Frequent sitting, standing, walking, pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or 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, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

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## **Examples of Equipment/Supplies Used to Perform Tasks**

Computers, printers, telephones, calculators, copy machines, fax machines, scanners, filing cabinets, etc.

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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: 07/10/23
- Created: 02/04/10