

# Absence Management Specialist

## Position Details

Class Code: 2121

Job Family: Business and Finance

Classification: Support Professional

Terms of Employment: Pay Grade 56 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under administration supervision, process, monitors, researches, and updates leave balances and absences for Clark County School District employees. Ability to establish priorities, work independently, and proceed with objectives without supervision. Helps to develop audit methodologies and queries designed to ensure the accuracy of absence processing and update or configure the Human Capital Management (HCM) Absence Management system as processing requirements change. Provides training to employees, managers, and power-users within the Payroll Department when changes to the absence management system have been made. Serves as a representative for payroll and a department lead to the staff.

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## Essential Duties and Responsibilities

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

1. Develops test cases, executes test scripts, and analyzes test results to validate the accuracy and functionality of developed programs.
2. Develops and modifies new queries and reports in PeopleSoft, as needed.
3. Verifies the accuracy of the absence intake process at the District level.
4. Creates Periods, Calendars, and Calendar Groups, as needed for the Absence Calculate process.

5. Verifies and monitors pay period accruals, annual accruals, and their effect on staff balances to ensure they are accurate and consistent with Negotiated Agreement requirements for all employee groups.
6. Updates absence elements, such as Brackets based on new or modified District requirements and ensures they are consistent with Negotiated Agreements for all employee groups.
7. Runs the Absence Calculation process, as needed.
8. Responsible for the nightly Absence Calculation process.
9. Assists with leading requirement analysis sessions to gather key business objectives.
10. Responsible for the ongoing administration of CCSD's absence policies.
11. Assists the Time and Labor Administrator with all interface points between absence management and time and labor.
12. Processes reports on own initiative or as directed.
13. Provides absence balance information to the Human Resources Division (HRD) and other departments processing settlement agreements or other resolutions.
14. Creates and maintains balance and absence reports.
15. Confers with school/department representatives to clarify absence and balance inquiries.
16. Implements absence management iterative, retroactive, and segmented triggers.
17. Serves as a functional liaison with technical team for issues or enhancements needing Information Technology (IT) support including, working with users to provide applicable functional specifications and system testing of IT fixes and enhancements.
18. Works closely with other Developers, PeopleSoft admins, and Business/Functional users.
19. Provides continuous mentoring and knowledge transfer to functional users.
20. Maintains technical and standard documentation for program development activity in a timely and high-quality manner.
21. Prepares absence analytics, attendance summaries.
22. Distributes Public Employees' Retirement System (PERS) attendance statements for all employee groups for absence payoffs.
23. Assists in processing various attendance transactions (i.e., notification to various bargaining units regarding absence payoffs at retirement).
24. Verifies, investigates, and compiles documentation regarding employee and manager absence take and balance inquiries using the system online pages and queries.
25. Investigates/researches questionable attendance data and takes corrective action, when necessary, to resolve payroll/personnel inquiries and problems.

26. Interprets, explains, and applies procedures, regulations, written and oral instructions.
  27. Prepares instructional correspondence for materials sent to answer requests and complete forms.
  28. Provides courteous, responsive, and accurate information to the public, administration, and employees.
  29. Assists in establishing employee absence balances on-line in Employee Self Service (ESS).
  30. Conforms to safety standards, as prescribed.
  31. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves tasks necessary to ensure the HCM Absence Management System performs accurately for District employees.

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

1. Knowledge of absence accrual, intake principles.
2. Knowledge of large-scale HCM system.
3. Knowledge of computers, office equipment, and record retention, as it relates to payroll.
4. Knowledge of basic research and resolution of problem-solving techniques.
5. Ability to make independent decisions and handle complex situations.
6. Ability to determine the best approach to solve complex issues.
7. Ability to work with a high degree of accuracy.
8. Ability to understand various bargaining units' contracts and understand an incorrect decision can negatively affect internal and external components.
9. Ability to develop test cases, execute test scripts, and analyze test results to validate the accuracy and functionality of developed programs.
10. Ability to create original reports and correspondence.
11. Ability to collect, analyze, and interpret a variety of absence/personnel data and documentation.
12. Ability to promote public relations and deal tactfully and diplomatically with people.
13. Ability to meet predetermined deadlines and shift to new tasks when priorities change.

14. Ability to keep information confidential and maintain an ethical attitude.
  15. Ability to concentrate on detailed work and maintain a high degree of accuracy.
  16. Ability to process and apply complex logical solutions and mathematical computations.
  17. Ability to interpret written and oral instructions.
  18. Ability to exercise judgment when to act independently and when to refer situations to supervisor.
  19. Ability to run complex off-cycle absence calculations and validate results.
  20. Ability to work flexible hours and shifts.
  21. Ability to cooperate with management, staff, and the public.
  22. Ability to recognize and report hazards and apply safe work methods.
  23. 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 Education Development (GED), foreign equivalency, etc.).
2. Associates degree from an accredited college or university in finance, accounting, business, or in a related field; or,  
Two (2) years payroll experience (i.e., federal withholding/Medicare/Federal Insurance Contributions Act (FICA) withholding computations, computing wage and overtime payments, calculating, and recording payroll deductions, processing payroll transactions, etc.).
3. Minimum of one (1) year large-scale HCM administration experience.

Online Absence Reporting Systems (OARS), Kronos, Replicon, etc., processing does not meet the payroll experience requirement and will not be considered.

### **Licenses and Certifications**

None Specified.

### **Preferred Qualifications**

1. PeopleSoft HCM System
2. Verified keyboarding/typing score of 45 words per minute.
3. Experienced in Microsoft Excel and Word programs.

KEYBOARDING/TYPING CERTIFICATION MUST FOLLOW SPECIFIC GUIDELINES IN ORDER FOR YOUR APPLICATION OR QUALIFIED SELECTION POOL (QSP) PLACEMENT TO BE CONSIDERED BY THE CLARK COUNTY SCHOOL DISTRICT:  
[http://ccsd.net/employees/resources/pdf/typing\\_certification\\_guidelines.pdf](http://ccsd.net/employees/resources/pdf/typing_certification_guidelines.pdf)

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## **Document(s) Required at Time of Application**

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

Clark County School District facilities and department offices.

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## **Work Environment**

### **Strength**

Sedentary/light - exert force to 25 lbs., occasionally/frequently/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).

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

Various computers, printers, typewriters, copy machines, calculators, fax machines, telephones, filing cabinets/equipment, etc.

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## **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: 10/31/19