

Benefits / Payroll Management Specialist

Position Details

Class Code: 2122

Job Family: Business/Finance

Classification: Support Professional

Terms of Employment: [Pay Grade 56 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under administration supervision, provides support in designing, developing, testing, and deploying payroll/employee benefits Human Capital Management (HCM) system applications for Clark County School District (CCSD) employees. Helps to develop audit methodologies/queries designed to ensure accuracy of payroll/employee benefits processing. Updates and configures the benefit/payroll system as processing requirements change or system updates are required. Trains benefit/payroll department employees, managers, and power-users when HCM system changes are made. Serves as a representative for payroll/employee benefits and a department lead to staff.

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/functionality of developed programs.
2. Develops and modifies new queries/reports in PeopleSoft, as needed.
3. Provides daily user support and troubleshooting.
4. Serves as a functional liaison with technical team for issues or enhancements needing Information Technology (IT) support; develops applicable functional specifications with users and tests IT fixes and enhancements.

5. Works with functional users to ensure continuous effective use of PeopleSoft HCM.
 6. Works with functional team to apply system solutions to business problems; gathers and documents requirements.
 7. Assists functional users with configuration changes, testing, training, and business process documentation, as needed.
 8. Gathers business requirements, performs fit/gap analysis, and develops functional specifications for PeopleSoft HCM application data conversions/customizations, with a heavy focus on payroll and benefits.
 9. Works with team to continually build application business processes.
 10. Provides query power-user support in creation of advanced queries for team shared use.
 11. Performs other functional analyst support duties, as needed.
 12. Prepares or coordinates reports, simulations, and instruction manuals to document systems development.
 13. Reviews and validates requirements; identifies improvement opportunities based on available system functionality and best practices.
 14. Serves as data liaison between HCM System and CCSD benefit vendors.
 15. Serves as data liaison for CCSD associations to manage HCM vendor portals.
 16. Communicates retirement/health coverage continuation to third-party vendors under the Consolidated Omnibus Budget Reconciliation Act (COBRA.)
 17. Processes reports on own initiative or as directed.
 18. Interprets, explains, and applies procedures, regulations, and written/verbal instructions.
 19. Prepares instructional correspondence for materials sent to answer requests and complete forms.
 20. Provides courteous, responsive, and accurate information to the public, administration, and employees.
 21. Conforms to safety standards, as prescribed.
 22. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves data preparation and analysis tasks necessary to ensure accuracy in payroll and benefits for CCSD employees.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of HCM system administration development.
 2. Knowledge of basic research and problem-solving techniques.
 3. Ability to create PeopleSoft queries.
 4. Ability to collect, analyze, and interpret a variety of payroll/employee benefits data.
 5. Ability to make independent decisions and handle complex situations.
 6. Ability to determine the best approaches for solving complex issues.
 7. Ability to understand various bargaining units' contracts; understands the impact of incorrect decisions on internal and external components.
 8. Ability to promote public relations and deal tactfully/diplomatically with people.
 9. Ability to establish priorities, work independently, and pursue objectives without supervision.
 10. Ability to meet predetermined deadlines and shift to new tasks when priorities change.
 11. Ability to keep information confidential and maintain an ethical attitude.
 12. Ability to concentrate on detailed work and maintain a high degree of accuracy.
 13. Ability to process and apply complex logical solutions along with mathematical computations.
 14. Ability to interpret written and verbal instructions.
 15. Ability to judge when to act independently and when to refer situations to a supervisor.
 16. Ability to work flexible hours and shifts.
 17. Ability to cooperate with management, staff, and the public.
 18. Ability to recognize and report hazards and apply safe work methods.
 19. 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 (General Education Development (GED), foreign equivalency, etc.)
2. Associate degree from an accredited college/university in finance, accounting, business, or a related field; or,

Two (2) years' payroll and/or benefit experience (HCM benefit administration, federal withholding/Medicare/FICA withholding computations, computing wage and overtime payments, calculating and recording payroll deductions, processing payroll transactions, etc.)

3. Minimum one (1) year of large-scale HCM administration experience.

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

Licenses and Certifications

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

Preferred Qualifications

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

NOTE: Keyboarding/typing certifications must follow specific guidelines in order to be considered in your application or qualified selection pool (QSP) placement:

<https://www.vegaspbs.org/workforce-education/workplace-testing/>

Document(s) Required at Time of Application

1. Copy of a valid driver's license or state-issued identification card.
 2. High school transcript or other equivalent (GED, foreign equivalency, etc.)
 3. College 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

CCSD facilities and department offices.

Work Environment

Strength

Sedentary/light - exert force up 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 maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional 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, 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

Computers, printers, copiers, calculators, fax machines, telephones, filing cabinets/equipment, etc.

AA/EOE Statement

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: 10/31/23
- Created: 04/26/21