

Payroll Processing Specialist

Position Details

Class Code: 3023

Job Family: Business/Finance

Classification: Support Staff

Terms of Employment: [Pay Grade 55 on the Support Staff Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under administrative review, supports the Director I and Payroll Department with day-to-day operations and Human Capital Management (HCM) payroll processing functions. Position requires analytical, detail-oriented thinking, data analysis skills, and an extensive knowledge of HCM software systems. Supports management by utilizing payroll systems experience, knowledge, and skills.

Essential Duties and Responsibilities

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

1. Manages all off-cycle payroll processes.
2. Communicates, analyzes, instructs, and approves off-cycle submissions from Payroll staff.
3. Communicates with Human Resources staff daily to clarify and resolve pay-related issues.
4. Maintains employee work schedules, creates new schedules, and reviews missing schedule queries in HCM daily.
5. Processes reports and analyzes/communicates report data with Payroll staff to ensure pay accuracy.
6. Analyzes system errors; initiates resolutions for pending payment inaccuracies.

7. Collaborates with Payroll administration to ensure accurate sequencing of payroll system processes.
 8. Under administrative direction, prepares HCM systematic payroll calendars for payroll processing.
 9. Runs and distributes pay period reports for Payroll staff analysis during active payroll processing.
 10. Monitors payroll processing; reports progress to Payroll administration to ensure payroll cycles are advanced to confirmation.
 11. Participates in special projects, reconciliations, research, and analysis. Revises reports for usefulness/efficiency; furnishes external reports, letters, and memos, as necessary.
 12. Updates HCM pay run ID table after payroll confirmation.
 13. Initiates and completes complex HCM unit testing for reconfiguration, break fixes, or new HCM development. Coordinates with all associated business owners to complete end-to-end testing.
 14. Creates ad hoc reports and analysis, as directed.
 15. Researches, compiles, and analyzes data from multiple sources.
 16. Independently researches, prepares, and summarizes information for special projects, as assigned.
 17. Performs backup duties for the Payroll Assistant, as assigned.
 18. Researches questions, obtains, coordinates, and distributes information, and follows-up on project statuses/progress.
 19. Frequently contacts employees at all levels, requiring acquisition and delivery of requested information; refers staff to appropriate administrators, when necessary.
 20. Completes complex research of employee retirement reports, identifies anomalies, and provides detailed responses to Public Employees' Retirement System (PERS) staff and Clark County School District employees.
 21. Creates and analyzes systematic month-end retirement reports. Delivers findings and data feedback to the Director III.
 22. Conforms to safety standards, as prescribed.
 23. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Responsible for complex secretarial duties, managing confidential information and financial/accounting reports, and directing/leading Payroll Department staff. Able to work independently under the Director III in conjunction with other Payroll Department

projects/duties. Deals with diverse matters requiring extensive knowledge of CCSD.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of District operations.
 2. Knowledge of Nevada Fair Standards Labor Act (FSLA).
 3. Knowledge of secretarial practices, business machines, office management, and recordkeeping/accounting standards.
 4. Knowledge of management principles, generally accepted accounting principles (GAAP), public financial reporting principles, and applicable laws/codes.
 5. Knowledge of budget and payroll systems.
 6. Extensive knowledge of personal computers and software applications, including word processing, databases, spreadsheets, and presentations.
 7. Ability to plan, organize, and prioritize work; able to work independently without immediate supervision.
 8. Ability to keep information confidential and maintain an ethical attitude.
 9. Ability to gain cooperation and conformance without authority.
 10. Ability to interpret, explain, and apply written/verbal instructions, procedures, and regulations.
 11. Ability to use discretion and make sound judgments.
 12. Ability to demonstrate strong leadership and communication skills.
 13. Ability to determine procedures for handling unique problems.
 14. Ability to meet predetermined deadlines; and flexible in shifting to new tasks as priorities change.
 15. Ability to promote public relations and deal tactfully/diplomatically with people.
 16. Ability to concentrate on accuracy of details.
 17. Ability to work flexible hours or shifts.
 18. Ability to judge when to act independently and when to refer situations to an administrator.
 19. Ability to cooperate with management, staff, outside agencies, and the public.
 20. Ability to recognize/report hazards and apply safe work methods.
 21. Ability to perform mathematical and statistical analyses.
 22. 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. Five (5) years' payroll experience (i.e., federal withholding/Medicare/Federal Insurance Contribution Act (FICA) withholding computations, FLSA wage/overtime computing, calculating/recording payroll deductions, processing payroll transactions, etc.), including independent decision-making, public contact, organizing/coordinating complex records, confidential records, data processing/analysis, etc.

Licenses and Certifications

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

Preferred Qualifications

Experience with PeopleSoft HCM Systems.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
 2. Copy of a valid driver's license or state-issued identification card.
 3. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

District facilities, schools, and department offices.

Work Environment

Strength

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

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 settings 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, copy machines, calculators/adding machines, fax machines, telephones, filing cabinets/office equipment, etc.

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

- Created: 07/11/23
- Revised: 08/26/21