

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, Planning and Budgeting Cloud Services (PBCS), and other platforms; initiates, recommends, and implements school/department information systems.

Essential Duties and Responsibilities

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

1. Plans, schedules, supervises, and reviews applications programming staff and activities related to the Clark County School District's application portfolio.
2. Coordinates projects' resources from initiation through implementation.
3. Trains staff in work procedures and provides technical assistance in difficult situations, as directed.
4. Provides input into department goals, objectives, and budgeting.
5. Reviews schools'/departments' automation needs; assists in formulating requirements; prepares feasibility studies/evaluations and project plans to implement approved systems.

6. Designs and analyzes system requirements; develops system/programming specifications for staff and contract programmers.
 7. Establishes priorities, work schedules, and project plans; meets with staff and customers to provide periodic project updates.
 8. Schedules ongoing maintenance for assigned systems; reviews problems encountered by operations staff and schools/departments; analyzes current systems' efficiency and schedules modifications/enhancements.
 9. Tracks project statuses and reviews works-in-progress to ensure conformance to plans and programming/change control standards.
 10. Motivates assigned staff and designs activities to assist in meeting team/organizational goals; facilitates groups in making decisions and accomplishing tasks.
 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 PeopleSoft HCM, Taleo, PBCS, and other platforms' development lifecycles. Includes development, maintenance, and support of extract, transform load (ETL), functions, interfaces, enhancement, bug tracking, change control, security, workflow, testing, quality assurance, configuration management, and technical documentation.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of employee supervision, work planning, organization, team development, performance review/evaluation, employee motivation, and discipline principles/practices.
2. Knowledge of full development lifecycle for PeopleSoft HCM, Taleo, PBCS, and other platforms.
3. Knowledge of principles, practices, and methods of programming/systems analysis; ability to maintain existing code and create new code/algorithms using PeopleCode, BI Publisher, PeopleSoft Query, App Designer, and Oracle Structured Query Language (SQL).
4. Knowledge of programming languages used in the District's operating environment.

5. Knowledge of principles/techniques for quality assurance and code, integration, and work process testing for new/revised computer applications.
 6. Knowledge of technical report preparation principles, including computer research and analysis techniques.
 7. Ability to manage applications projects and coordinate project resources.
 8. Ability to conduct computer system/procedural analyses and make sound recommendations for new applications.
 9. Ability to install and use software packages.
 10. Ability to analyze customer needs and develop effective hardware/software solutions.
 11. Ability to develop detailed programming specifications and write complex computer programs.
 12. Ability to prepare clear, concise reports; maintains organized, 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 unit's service efficiency/effectiveness by offering suggestions and actively directing or participating in team efforts.
 16. Ability to keep current with technology and applications.
 17. Ability to coordinate multiple projects and meet predetermined deadlines.
 18. Ability to work flexible hours/shifts.
 19. Ability to develop and maintain effective working relationships with District staff, vendors, and other agencies.
 20. Ability to recognize/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

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. 12 years' experience developing/supporting PeopleSoft HCM, Taleo, PBCS, or other platforms, including four (4) years in a supervisory role; or, Associate's degree from an accredited college/university in a related field (i.e., mathematics, computer science, management information systems), and eight (8) years' experience as described above; or,

Bachelor's degree from an accredited college/university in a related field, and six (6) years' experience as described above.

Licenses and Certifications

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

Preferred Qualifications

None specified.

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 (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

CCSD Central Information Systems Department, and travel to/from schools and other District office settings.

Work Environment

Strength

Sedentary/medium – exert force of 20-50 lbs., occasionally; 10-25 lbs., frequently; 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 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, telephones, 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

- Revised: 07/31/23
- Created: 07/13/21