

Personnel Paydata Supervisor

Position Details

Class Code: 2031

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 54 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, supervises staff in processing personnel requisitions and pay documents.

Essential Duties and Responsibilities

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

1. Schedules and supervises work assignments for assigned staff.
2. Responsible for training personnel assigned to Paydata Services.
3. Supervises employment verification processing.
4. Coordinates, supervises, assigns, and oversees personnel pay record processing.
5. Monitors personnel requisitions and pay source documents for accuracy.
6. Researches, identifies, and resolves discrepancies or inconsistencies of adjusted hire dates, seniority dates, evaluation dates, policy changes, etc.
7. Researches employee assignment information and prepares special check requests.
8. Calculates and prepares cost estimates for school/department administrators.
9. Researches, processes, and maintains employee work history information.
10. Processes salary increments.
11. Prepares reports, as required/requested.

12. Communicates with schools/departments regarding personnel and payroll policies/procedures.
 13. Provides input for the evaluation of assigned staff.
 14. Conforms to safety standards, as prescribed.
 15. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Supervises/coordinates compensation, contracts, and employee records staff.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of Clark County School District personnel-related policies/procedures.
 2. Knowledge of personnel/payroll data processing.
 3. Knowledge of payroll accounting practices and procedures.
 4. Ability to supervise and evaluate employees.
 5. Ability to perform mathematical calculations and statistical analyses.
 6. Ability to concentrate on accuracy of details.
 7. Ability to research and analyze statistical data.
 8. Ability to communicate effectively, both verbally and in writing.
 9. Ability to learn basic software applications and data entry procedures.
 10. Ability to develop and apply procedures.
 11. Ability to meet predetermined deadlines.
 12. Ability to plan, organize, and prioritize work assignments.
 13. Ability to judge when to act independently and when to refer situations to an administrator.
 14. Ability to work cooperatively with employees and the public.
 15. Ability to recognize/report hazards and apply safe work methods.
 16. 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' personnel experience involving accounting/records management. Up to three (3) years of college may be substituted for work experience on a year-for-year basis, minimum of twelve (12) credits per year with 50% of the credits in accounting or related areas (i.e., business management, financial management, or office administration with accounting emphasis, etc.)

Licenses and Certifications

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

Preferred Qualifications

Supervisory experience.

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. 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

District Human Resources Division.

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, repetitive fine motor activities, climbing, and balancing. 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. 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

Personal computers, printers, copy machines, calculators and/or adding machines, fax machines, 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: 07/13/23
- Created: 09/14/93