Absence Management Specialist

Position Details

Class Code: 2121
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, processes, monitors, researches, and updates Clark County School District (CCSD) employee absences/leave balances. Helps develop audit methodologies/queries designed to ensure accuracy of absence processing; configures/updates the Human Capital Management (HCM) Absence Management system as processing requirements change. Trains Payroll Department employees, managers, and power-users whenever the absence management system changes. Serves as a representative for payroll 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. Verifies accuracy of CCSD's absence intake process.
4. Creates periods, calendars, and calendar groups, as needed for absence calculations.
5. Verifies and monitors pay period/annual accruals, and their effect on staff balances; ensures accuracy/consistency with Negotiated Agreement requirements.

6. Updates absence elements, such as brackets, based on new/modified CCSD requirements; ensures consistency with Negotiated Agreements.
7. Responsible for the Absence Calculation process.
8. Assists in leading requirement analysis sessions to determine business objectives.
9. Responsible for ongoing administration of CCSD's absence policies.
10. Assists the Time and Labor Administrator with all interface points between absence management and time/labor.
11. Provides absence balance information to the Human Resources Division (HRD) and other departments processing settlement agreements/resolutions.
12. Creates/maintains balance and absence reports.
13. Processes reports on own initiative or as directed.
14. Confers with school/department representatives to clarify absence and balance inquiries.
15. Implements absence management iterative, retroactive, and segmented triggers.
16. Serves as functional liaison to the technical team for Information Technology (IT) support needs, including providing users with applicable functional specifications and testing IT fixes/enhancements.
17. Works closely with other Developers, PeopleSoft admins, and Business/Functional users.
18. Continuously mentors functional users.
19. Maintains timely, high-quality program development documentation.
20. Prepares absence analytics and attendance summaries.
21. Distributes Public Employees' Retirement System (PERS) attendance statements for all employee groups' absence payoffs.
22. Assists in processing attendance transactions (i.e., bargaining unit notifications regarding absence payoffs at retirement.)
23. Verifies, investigates, and compiles documentation regarding employee/manager absence take and balance inquiries using system webpages and queries.
24. Investigates/researches questionable attendance data; takes corrective action, when necessary, to resolve payroll/personnel inquires and problems.
25. Interprets, explains, and applies written/verbal procedures, regulations, and instructions.
26. Completes forms and prepares instructional correspondence in response to inquiries.
27. Provides courteous, responsive, and accurate information to the public, administration, and employees.
28. Assists in establishing employee absence balances in Employee Self Service (ESS).

29. Conforms to safety standards, as prescribed.
30. Performs other tasks related to the position, as assigned.

Distinguishing Characteristics

Involves tasks necessary to ensure proper HCM Absence Management System functionality for CCSD employees.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of absence accrual, intake principles.
2. Knowledge of large-scale HCM systems.
3. Knowledge of computers, office equipment, and record retention relative to payroll.
4. Knowledge of basic research and problem-solving techniques.
5. Ability to make independent decisions and handle complex situations.
6. Ability to establish priorities, work independently, and pursue objectives without supervision.
7. Ability to determine the best approach for solving complex issues.
8. Ability to understand bargaining units' contracts; understands how incorrect decisions negatively affect internal/external components.
9. Ability to develop test cases, execute test scripts, and analyze test results to validate the accuracy/functionality of developed programs.
10. Ability to create original reports and correspondence.
11. Ability to collect, analyze, and interpret absence/personnel data and documentation.
12. Ability to promote public relations and deal tactfully/diplomatically with people.
13. Ability to meet predetermined deadlines and shift to new tasks as 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/apply complex logical solutions and mathematical calculations.
17. Ability to interpret written and verbal instructions.
18. Ability to judge when to act independently and when to refer situations to a supervisor.
19. Ability to run complex off-cycle absence calculations and validate results.
20. Ability to work flexible hours/shifts.

21. Ability to cooperate with management, staff, and the public.
22. Ability to recognize/report hazards and apply safe work methods.
23. Possess physical and mental stamina commensurate with the responsibilities of the position.

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 experience (federal withholding/Medicare/Federal Insurance Contributions Act (FICA) withholding computations, calculating wage/overtime payments, payroll deductions, processing payroll transactions, etc.)
3. Minimum one (1) year of large-scale HCM administration experience.

Licenses and Certifications

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

Preferred Qualifications

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

NOTE: Keyboarding/typing certifications must follow specific guidelines for consideration as part of the 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. Transcripts from an accredited college/university, if applicable.
4. Specific documented evidence of training and experience to satisfy qualifications.

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

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: 10/31/23
- Created: 10/31/19