

# Personnel Paydata Specialist

## Position Details

Class Code: 4252

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 49 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general direction, processes personnel requisitions and other pay-related documents for Clark County School District employees.

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## Essential Duties and Responsibilities

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

1. Reviews and applies collective bargaining agreement provisions in processing personnel requisitions and other pay-related documents (i.e., new hires, returning employees, promotions, demotions, lateral transfers, job stops, etc.)
2. Monitors accuracy/completeness of personnel requisitions and other pay-related documents.
3. Researches, identifies, analyzes, and resolves discrepancies or inconsistencies related to employee assignment information, pay grade/salary range placement, hire dates, etc.
4. Calculates and prepares pay/expense adjustments, (i.e., dockings, retroactive pay, responsibility pay, overtime, double time, etc.)
5. Processes salary increments.
6. Processes online payments (i.e., tool/uniform allowances, orientation pay, etc.)

7. Reviews and processes Resignation/Retirement/Leave of Absence (CCF-164) forms (i.e., resignations, terminations, retirements, leaves of absence, dismissals, etc.)
  8. Implements terms of settlement agreements.
  9. Inputs and retrieves data using District pay/employment-related computer applications; prepares corresponding reports.
  10. Interprets, explains, and applies District policies/procedures related to employee pay issues.
  11. Processes Employee Withholding Allowance Certificate (W-4) forms for employees in compliance with federal requirements.
  12. Maintains employee work history records.
  13. Conforms to safety standards, as prescribed.
  14. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Performs responsible, routine personnel/payroll functions and clerical accounting tasks requiring substantial judgment and analytical ability.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of District policies/regulations related to personnel and payroll issues.
2. Knowledge of personnel practices and procedures.
3. Knowledge of data processing functions related to personnel and payroll.
4. Knowledge of payroll accounting practices and procedures.
5. Knowledge of Microsoft Office software, including Excel.
6. Ability to learn and apply collective bargaining agreement provisions related to personnel/payroll issues.
7. Ability to perform complex mathematical calculations.
8. Ability to research and analyze statistical data.
9. Ability to analyze detailed information for accuracy.
10. Ability to communicate effectively, both verbally and in writing.
11. Ability to learn District pay/employment-related computer applications.
12. Ability to develop reports, correspondence, and internal processes.
13. Ability to meet predetermined deadlines.
14. Ability to judge when to act independently and when to refer situations to a supervisor.

15. Ability to work flexible hours and shifts.
  16. Ability to work cooperatively with District employees, other agencies, and the public.
  17. Ability to recognize/report hazards and apply safe work methods.
  18. 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 Education Development (GED), foreign equivalency, etc.)
2. Associate's degree from an accredited college/university in a related field (i.e., accounting, finance, business, etc.), and one (1) year of personnel and/or payroll experience involving records, accounting, or payroll management; or, Three (3) years' personnel and/or payroll experience as described above.

### **Licenses and Certifications**

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

### **Preferred Qualifications**

1. Human Resources work experience.
  2. Proficient ten-key skills on adding machines, calculators, and/or keyboard number pads.
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## **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.

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## **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 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.)

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## **Examples of Equipment/Supplies Used to Perform Tasks**

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

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### **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: 01/18/11