Human Capital Management (HCM) Enterprise Systems Integration Specialist

Position Details

Class Code: 1520
Job Family: Information Systems
Classification: Support Professional
Terms of Employment: Pay Grade 62 on the Support Professional Salary Schedule
FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, responsible for Human Capital Management (HCM) enterprise systems configuration and integration activities; provides leadership in the development, maintenance, enhancement, and support cycles of highly complex business application systems; works directly with the Business Process Expert, initiates, recommends, designs, and implements highly digitized, cross-functional business processes for schools and departments.

Essential Duties and Responsibilities

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

1. Plans, schedules, and reviews the work and activities of applications programming staff.
2. Trains staff on work procedures and provides technical assistance on difficult situations, as required.

3. Plans, schedules, and implements tasks for business of education systems based on user or system design specifications, including creation of test plans and scripts, documentation of test results, and retesting, as necessary.
4. Configures HCM enterprise systems for well-defined and highly digitized business processes.
5. Converts data from third-party or legacy systems into HCM enterprise business systems.
6. Implements the design of processes and reports for schools, departments, administrators, Nevada Department of Education (NDE), and the public based on specifications to digitize and integrate business processes.
7. Creates documentation for business of education systems, including business process design, setup procedures, and user procedures.
8. Designs and analyzes system requirements and develops system and programming specifications for staff and contract programmers.
9. Maintains data integrity and integration to ensure consistency across Clark County School District (CCSD) software systems as defined in the CCSD Enterprise Data Management Plan.
10. Maintains data dictionaries and associated business rules to ensure compliance with CCSD data management and governance policies and procedures.
11. Defines and creates trouble tickets with software vendors when required to address system-related problems.
12. Manages assigned Problem Management tickets supported areas by documenting workarounds/resolutions in a Knowledge Base and communicating with Service Desk personnel.
13. Applies systems analysis techniques and procedures to determine software or system functional specifications for upgrades, enhancements, patch fixes, and system implementation projects.
14. Performs root-cause analysis in identification and resolution of complex problems with business of education-related software systems which may result in software modifications or vendor support tickets.
15. Schedules all ongoing maintenance activities for assigned systems; reviews problems encountered by operations staff and schools/departments; analyzes efficiency of current system and procedures; schedules modifications and enhancements.
16. Tracks project status and reviews work-in-progress to assure conformance to plans and programming standards.
17. Provides input into the evaluation of assigned staff.
18. Conforms to safety standards, as prescribed.
19. Performs other tasks related to the position, as assigned.

Distinguishing Characteristics

Involves project management, development, and support of highly integrated HCM enterprise application systems and day-to-day leadership of a project team consisting of cross-functional analysis and development staff.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of principles and practices of employee supervision, including work planning, organization, performance review/evaluation, and employee training /discipline.
2. Knowledge of project management principles and practices.
3. Knowledge of team development and employee motivation principles and practices.
4. Knowledge of principles and techniques for building enterprise architecture and digitizing cross-functional business processes.
5. Knowledge of principles, practices, and methods of computer programming, systems analysis, and the development of new computer applications.
6. Knowledge of a service-oriented architecture and the principles, practices, and methods of parameter-driven, self-service reporting interfaces and dashboards.
7. Ability to develop stored procedures using the Structured Query Language (SQL).
8. Ability to use the latest version of Oracle SQL.
9. Ability to develop reports using various tools, including PeopleSoft Query and Oracle BI Publisher or similar applications.
10. Ability to develop applications using PeopleTools Application Designer.
11. Ability to manage applications, projects, and coordinate project resources.
12. Ability to conduct HCM enterprise systems and procedures analyses, and make sound recommendations for new applications.
13. Ability to review and analyze business process requirements and develop effective solutions.
14. Ability to develop detailed programming specifications and write complex computer programs.
15. Ability to prepare clear and concise reports, documentation, and other written materials; maintain organized and accurate records of work performed; and assist with developing training materials/programs.

16. Ability to exercise independent judgment within established procedural guidelines.
17. Ability to supervise, train, and evaluate assigned staff.
18. Ability to maintain current knowledge of technology and new user applications.
19. Ability to coordinate multiple projects and meet pre-determined deadlines.
20. Ability to work flexible hours/shifts.
21. Ability to develop and maintain effective working relationships with CCSD staff, vendors, and other agencies.
22. Ability to recognize and 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 Educational Development [GED], foreign equivalency, etc.).
2. Bachelor of Science degree in Mathematics, Computer Science, Management/Business Information Systems, or a related field; and, four (4) years of experience in the development of large computer applications using various high-level programming languages; or,
   Associate's degree in a related field, or two (2) years of college with a focus in Mathematics, Computer Science, Management/Business Information Systems, or a related field; plus, six (6) years of applications programming experience using various high-level programming languages; or,
   Combined eight (8) years or more of applications programming experience using various high-level programming languages.

Licenses and Certifications

None specified.

Preferred Qualifications

1. Supervisory experience.
2. Core product knowledge of the current HCM system.
3. Familiarity with the database schema of the current HCM system.
4. Knowledge of network fundamentals.
5. Ability to manage projects using the latest version of Microsoft Project.
6. Ability to develop interactive forms using Adobe Acrobat Professional 9 or higher.

7. Ability to develop flow diagrams using Microsoft Visio.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
2. College transcript(s) from an accredited college or university, if applicable.
3. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas

CCSD Central Information Systems Department.

Work Environment

Strength

Sedentary/medium – exert force up to 25-50 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 to 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, Video Display Terminal screens, 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

Frequent electrical shock 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, modems, telephones, and fax machines, 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: 04/10/25
- Created: 07/15/19