

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 managing projects and overseeing all aspects of the development, maintenance, enhancement, and support cycles of PeopleSoft HCM, Taleo, Planning and Budgeting Cloud Services (PBCS), and other platforms. Initiates, recommends, and implements systems to support schools and departments.

Essential Duties and Responsibilities

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

1. Plans, schedules, supervises, and evaluates applications programming staff and activities related to the Clark County School District (CCSD)'s application portfolio.
2. Coordinates project resources from initiation through implementation.
3. Trains staff on work procedures and provides technical assistance in complex situations, as directed.
4. Contributes to the development of department goals, objectives, and budgets.
5. Reviews schools' and departments' automation needs, assists in formulating requirements, and prepares feasibility studies, evaluations, and project plans for implementing approved systems.

6. Designs and analyzes system requirements and develops system and programming specifications for staff and contract programmers.
 7. Establishes priorities, work schedules, and project plans; meets with staff and customers to provide regular project updates.
 8. Schedules ongoing system maintenance, reviews issues encountered by operations staff and schools/departments, evaluates system efficiency, and schedules modifications or enhancements as needed.
 9. Tracks project progress and reviews works in progress to ensure conformance to plans and programming/change control standards.
 10. Motivates assigned staff by fostering teamwork, designing activities to achieve team and organizational goals, and facilitating group decision-making and task completion.
 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 the development lifecycle for PeopleSoft HCM, Taleo, PBCS, and other platforms. 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, including work planning, organization, team development, performance evaluations, employee motivation, and discipline principles and practices.
2. Knowledge of full development lifecycle for PeopleSoft HCM, Taleo, PBCS, and other platforms.
3. Knowledge of programming and systems analysis principles, practices, and methods, with the ability to maintain existing code and develop new code and algorithms using PeopleCode, BI Publisher, PeopleSoft Query, App Designer, and Oracle Structured Query Language (SQL).
4. Knowledge of programming languages used in the CCSD's operating environment.

5. Knowledge of quality assurance principles and techniques, including code reviews, integration testing, and process testing for new or revised computer applications.
 6. Knowledge of technical report preparation, principles, including research and analytical techniques.
 7. Ability to manage application projects and effectively coordinate project resources.
 8. Ability to analyze computer systems and procedures, providing sound recommendations for new or improved applications.
 9. Ability to install, configure, and use software packages.
 10. Ability to assess customer needs and develop effective hardware and software solutions.
 11. Ability to create detailed programming specifications and develop complex computer programs.
 12. Ability to prepare clear, concise reports and documentation, maintain accurate and organized records, and assist in the develop of training materials and programs.
 13. Ability to supervise, train, and evaluate assigned staff.
 14. Ability to exercise independent judgment within established procedural guidelines.
 15. Ability to enhance unit efficiency and effectiveness by offering suggestions and actively participating in team initiatives.
 16. Ability to remain current with emerging technologies and applications.
 17. Ability to coordinate multiple projects and meet predetermined deadlines.
 18. Ability to work flexible hours and shifts as needed.
 19. Ability to establish and maintain effective working relationships with CCSD staff, vendors, and external agencies.
 20. Ability to recognize and 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 (General Educational Development [GED], foreign equivalency, etc.).
2. 12 years' experience developing or supporting PeopleSoft HCM, Taleo, PBCS, or other platforms, including four (4) years in a supervisory role; or,

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

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Current driving history (dated within six [6] months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.

Preferred Qualifications

None specified.

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. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 4. Copy of current driving history (dated within six [6] months from the date printed) issued by the DMV.
 5. Safe driving record.
 6. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

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

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 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 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

CCSD-issued/personal vehicles, 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: 09/22/25
- Created: 07/13/21