



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
STATE PAYROLL MANAGER	40	A	7.500

Under general administrative direction, the State Payroll Manager has statewide responsibility for planning, organizing, directing, and managing the activities and staff of the Payroll and Employee Records section of the Division of Human Resource Management.

Develop, review, revise, and implement policies, procedures, and internal controls for State and agency payroll and employee records management; establish goals, objectives, and service delivery methods within the work unit; identify deficiencies and correct areas of concern; develop performance indicators and analyze statistics to determine efficiency, productivity, and service quality; provide suggestions to enhance productivity; prepare monthly, quarterly, and/or yearly analytical, narrative and statistical reports as required.

Oversee and manage the payroll of Executive and Judicial branch employees; ensure proper payment of wages and salaries to Executive and Judicial branch employees in compliance with federal and State rules, regulations, labor agreements, policies, and procedures; ensure the timely completion of all payroll tax reporting requirements; ensure the timely issuance of W-2 and 1099-MISC forms; review and approve payroll control reports and payroll transmissions; monitor and oversee year-end balancing and auditing processes.

Oversee and manage all State employee personnel actions; ensure employee records and documentation to include onboarding, offboarding, disciplinary, and evaluation documents are maintained in compliance with federal and State rules, regulations, labor agreements, policies, and procedures.

Review applicable Human Resource Information Systems (HRIS) to ensure compliance with federal and State rules, labor agreements, regulations, policies, and procedures; establish controls and monitor results; collaborate with HRIS team to modify and/or adapt programming, processing, and/or reporting requirements in response to, but not limited to, changes in regulations, withholding rates, and reporting needs; maintain system reference tables; establish and maintain system edits; ensure system interfaces are accomplished accurately and timely; resolve system errors.

Oversee Payroll and Records Certification training; review and recommend changes to statewide training programs on payroll and records policies and procedures, federal and State rules, regulations, labor agreements, forms, and reports.

Assist in the preparation of the biennial budget; submit recommendations concerning personnel, equipment, and supplies needed to ensure services are provided efficiently and effectively; review historical data and make projections; monitor and approve expenditures.

Review, monitor, and research bills submitted to the Legislature impacting the work unit; make recommendations concerning proposed legislation and policy issues; inform management of possible implications; and recommend an appropriate course of action.

Plan, organize, and oversee the work of supervisory staff and may supervise other professional, technical and/or administrative staff as assigned; conduct performance evaluations; develop work performance standards; assign, review, prioritize, and delegate work to subordinate personnel; ensure work performed is consistent with professional standards and applicable federal and State rules, regulations, policies, and procedures; oversee staff training; initiate disciplinary action as required.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * A pre-employment criminal history check and fingerprinting are required.

INFORMATIONAL NOTES:

- * Current certification as a Certified Payroll Professional (CPP) from the American Payroll Association is preferred.

STATE PAYROLL MANAGER

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major course work in accounting, business administration, finance, information technology, public administration, or a field related and five years of experience in financial Enterprise Resource Planning (ERP) solutions including financial system integrations and payroll management, preferably in a public sector/government setting, two of which were at supervisory and/or manager level; **OR** graduation from high school or equivalent education and seven years of experience as described above; **OR** an equivalent combination of education and experience as described above. *(See Special Requirement and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Working knowledge of: payroll accounting and payroll auditing principles and procedures; payroll preparation methods and disbursing systems; federal and State laws, rules, regulations, labor agreements, policies, and procedures affecting payroll transactions; pre-tax, post-tax, Internal Revenue Service tax and other applicable tax tables. **General knowledge of:** supervisory principles and practices; training principles and practices; budgeting; employee records management principles and practices; legislative proceedings and processes; techniques of statistical analysis including data collection, evaluation, analysis, financial statements, and manipulation. **Skill in:** organizing, planning, implementing, and overseeing multiple programs or areas of responsibility; complex data research, analysis, and reporting. **Ability to:** effectively manage and oversee complex payroll processes and employee record transactions; supervise staff; read, interpret, and apply complex rules and regulations relating to payroll and employee records management; develop, review, revise, and implement policies, procedures, and internal controls for State payroll and records management; establish section goals, objectives, and service delivery methods; analyze information, problems or practices to identify relevant concerns, identify patterns, tendencies, and relationships, and formulate logical conclusions; develop performance indicators and analyze statistics to determine efficiency, productivity, and service quality; provide suggestions to enhance productivity; prepare summaries, correspondence, and monthly, quarterly, and/or yearly analytical, narrative, and statistical reports as required; communicate effectively both verbally and in writing; establish and maintain effective working relationships; operate a personal computer and related hardware and software.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: principles and practices of payroll management. **Working knowledge of:** State employee records management; Rules for State Personnel Administration.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

7.500

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