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**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***  
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**MEMORANDUM**  
**HR# 23-21**

June 30, 2021

**TO:** DHRM Listserv Recipients

**FROM:** Frank Richardson, Administrator *Frank Richardson*  
Division of Human Resource Management

**SUBJECT:** PROPOSED CLASSIFICATION CHANGES – STATE PAYROLL MANAGER

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Attached are revised proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections regarding these changes, please send your written notification to Deputy Administrator Beverly Ghan at [bghan@admin.nv.gov](mailto:bghan@admin.nv.gov) no later than July 29, 2021.

If no written objections are received in this office by July 29, 2021, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

## NOTICE OF PROPOSED CLASSIFICATION CHANGES

**Number: Posting #10-21**  
**Posting Expires: July 29, 2021**

Per NRS 284.160, the Administrator may make a change in classification without the prior approval of the Commission. The following change(s) are proposed:

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
	<i>New</i>			<i>7.500</i>	<i>State Payroll Manager</i>	<i>40</i>	<i>A</i>

### ***Basis for Recommendation***

As the result of the submittal of an Individual Classification Study (NPD-19), and with the approval of the 81<sup>st</sup> Legislative Session for FY 2022/2023, it is recommended that a new series be developed to encompass the unique statewide duties and responsibilities of payroll and employee records management. In partnership with Subject Matter Experts and analysts within the Division of Human Resource Management (DHRM), it was determined that the State Payroll Manager class be created to account for these duties.

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

It is recommended that the State Payroll Manager be allocated at grade 40, one grade above its current classification of Management Analyst IV, which accounts for the higher level of complexity, consequence of error and statewide responsibilities. This also creates a two-grade differential between a subordinate level position, which is consistent with most class specifications within State service. The EEO-4 job category, at the recommendation of the EEO Administrator, shall be assigned category "A – Officials and Administrators" which are occupations where employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis.

Throughout the review management staff and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the recommended new class.

***Changes to the class specification are noted as follows: additions in blue and deletions in red.***

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 209 East Musser Street, Suite 101; in Las Vegas, go to 555 East Washington Avenue, Suite 1400. You may also view the recommendations and specifications online at [hr.nv.gov/Sections/Classification/Proposed\\_Classification\\_Changes/](http://hr.nv.gov/Sections/Classification/Proposed_Classification_Changes/). For additional information call (775) 684-0130.

**Objections to the proposed change(s) must be received in writing by July 29, 2021.** Objections should be addressed to Beverly Ghan, Deputy Administrator, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Suite 101, Carson City, Nevada 89701-4204.

**POSTING DATE: June 30, 2021**



STATE OF NEVADA  
Department of Administration  
Division of Human Resource Management

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**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 as required by NAC 284.504; 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.*

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### **MINIMUM QUALIFICATIONS**

#### **SPECIAL REQUIREMENT:**

- \* *A pre-employment criminal history check and fingerprinting are required.*
- \* *A State of Nevada/FBI background check will be required of the selected applicant.*

#### **INFORMATIONAL NOTES:**

- \* *Current certification as a Certified Payroll Professional (CPP) from the American Payroll Association may be substituted for one year of experience.*
- \* *The required 18 college credits in accounting must include 6 credits of beginning accounting, 6 credits of intermediate accounting, and 6 credits of upper-division accounting courses.*
- \* *Applicants must attach a copy of their college or university transcripts indicating successful completion of required credits in accounting at the time of application.*

### **STATE PAYROLL MANAGER**

**EDUCATION AND EXPERIENCE:** *Bachelor's degree from an accredited college or university in accounting, finance, business or public administration, or closely related field which included 18 credits in accounting and four years of professional payroll experience to include payroll production, reporting, accounting, taxation, and information systems to include one year supervising payroll staff; and one year of experience in employee records management; OR graduation from high school or equivalent education and six years of experience as described above and 18 college credits in accounting; OR an equivalent combination of education and experience as described above and 18 college credits in accounting. (See 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**

**ESTABLISHED:**    **7/1/21R**  
                          **7/29/21UC**