

Joe Lombardo  
Governor



Jack Robb  
Director

Vacant  
Deputy Director

Bachera Washington  
Administrator

**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*

**Unclassified Position Announcement**  
**Posted - March 26, 2024**

**DIVISION DEPUTY ADMINISTRATOR**  
**CENTRAL PAYROLL AND RECORDS**

**RECRUITMENT OPEN TO:**

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of the Administrator of the Division of Human Resources Management.

**DEPARTMENT DESCRIPTION:**

The Division provides a full range of human resource services with the exception of health benefits, retirement, and safety and workers' compensation which are administered separately by the Public Employees' Benefits Program, Public Employees' Retirement System, and Risk Management, respectively. The Division is responsible for establishing the centralized human resource practices for Nevada's Executive Branch and classified employees of the Nevada Systems of Higher Education.

**POSITION DESCRIPTION:**

This position serves as part of the HR leadership team under the direction of the Division of Human Resource Management Administrator. This position is tasked with overseeing and bringing a strategic vision to all aspects of payroll processes and procedures, including taxes and finance demands regarding payroll payments, and is responsible for ensuring accurate and timely processing of payroll, compliance with federal, state, and local regulations, and implementing process improvement. This position designs short-term and long-term strategies for continuous improvement in payroll operations, provides leadership to the records section, and is responsible for processing and maintaining employee information, HRIS system upgrades, integrations, and conducting regular audits of data input to ensure accuracy of information.

**LOCATION:**

This position is located in **CARSON CITY, NV** and travel will be required to attend meetings in Las Vegas, NV.

**ANNUAL SALARY:**

\$111,773 plus benefits. This salary reflects Public Employees' Retirement System of Nevada (NVPERS) retirement contribution of the employee/employer pay option. A reduced gross salary of \$95,737 plus benefits is also available, reflecting a Public Employees' Retirement System of Nevada (NVPERS) retirement contribution of the employer only pay option. (These salaries do not reflect a Cost of Living Adjustment of 11% effective 7/1/24).

**BENEFITS:**

- Medical, dental, vision, life and disability insurance programs are available; <https://pebp.state.nv.us/plans/getting-to-know-your-plan/>
- State defined benefit retirement plan; <https://www.nvpers.org/faq>
- 12 paid holidays per year; <https://hr.nv.gov/uploadedFiles/hrnvgov/Content/About/State%20Holidays%20Rev%2009-13.pdf>
- Three weeks of annual leave
- Three weeks of sick leave
- Paid Family Leave
- Deferred compensation plan; [https://defcomp.nv.gov/Resources/FICA\\_Info\\_FAQ\\_s/](https://defcomp.nv.gov/Resources/FICA_Info_FAQ_s/)
- No Social Security contribution

**TO QUALIFY:**

Preference will be given to candidates with a bachelor's degree or higher from an accredited college or university in accounting, finance or related field and ten or more years of applicable experience, with a minimum of ten years of managerial experience; OR any combination of experience and education as described above and deemed acceptable. A successful candidate will demonstrate the following:

- Extensive knowledge and accountability of managing a payroll system to include accounting principles, payroll methods for compliance with all applicable federal, state and local wage and hour laws, as well as collective bargaining agreements.
- Implementing short-term and long-term payroll policies, processes and system enhancements designed to improve business processes for accuracy and efficiencies throughout the state.
- Proactive leadership and guidance regarding resolution support associated with payroll, payroll tax, and union benefit issues and procedures.
- Experience in audit preparation and reporting.
- Experience with electronic payments; strong knowledge of current payroll and HRIS systems.

**LICENSE:**

Nevada Driver's license required at time of appointment or within 30 days of appointment.

**TO APPLY:**

To be considered, submissions should include a **cover letter, resume/curriculum vitae and three professional references**. All submissions will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.

Please send submissions to:

Monique Williamson, Human Resource Officer  
Division of Human Resource Management  
[moniquewilliamson@admin.nv.gov](mailto:moniquewilliamson@admin.nv.gov)

*The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.*