



**Norfolk Public Schools**  
The cornerstone of a proudly diverse community

## Job Announcement

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**Job Title:** Director of Payroll Operations

**Posting Date:** February 14, 2023

**Closing Date:** Open Until Filled

**Job Type:** Full-Time

**Contract:** 7.5 hours/day  
252 days/year  
12 months/year

**Location:** Payroll

**Start Date:** TBD

**Pay:**  Salary  In the Range of: \$80,361 - \$142,709 (Grade M)  
 Placement on Appropriate Grade and Step

### DEFINITION

This is administrative fiscal work at the full performance level that involves supervising and coordinating the payroll department. An employee in this class is responsible for administering and supervising payroll operations and staff to ensure the timely and accurate payment of both the compensations paid to and the obligations made by voluntary and involuntary deductions taken from the pay of employees of Norfolk Public Schools. The work involves establishing and administering payroll procedures and guidelines; supervising a staff of payroll and accounting clerks in the daily processing of the payroll; researching and resolving payroll problems; communicating procedures, deadlines, and schedules to school personnel; and supervising the processing of individual payroll deductions for retirement and other benefit programs.

### SUPERVISION

Work is performed under the general supervision of the Chief Finance Officer, but the incumbent plans, organizes, and carries out the work primarily on the basis of own judgment and initiative, following established policies, practices, and routines.

Department of Human Resources  
800 E. City Hall Avenue, P.O. Box 1357 • Norfolk, VA • 23510-1357  
Phone: (757) 628-3905 • Fax: (757) 628-3983 • [www.npsk12.com/human-resources](http://www.npsk12.com/human-resources)



The incumbent sets priorities and plans, assigns, directs, reviews and evaluates the work of a group of payroll and related accounting clerks.

### **DISTINGUISHING CHARACTERISTICS**

Positions assigned to the Director classification manage a subfunction, operation, program or initiative and have responsibility for supervision of staff and/or a program requiring a single expertise. Employees supervised are most often clerical, para-professional or semi-skilled.

### **ESSENTIAL FUNCTIONS OF THE CLASS (May not include all duties performed.)**

Administers and supervises the daily processing of the payroll; reviews and adjusts the process control records before each pay cycle to reflect appropriate pay date, pay period, beginning check number, effective date of payroll, and payroll deductions; prepares required deposit checks each payday; approves requests for payment of all obligations incurred by the payroll; reviews with the staff all exceptions noted on each payroll run report to determine further action.

Maintains and reports the monthly Virginia Retirement System file.

Completes required state and federal tax filings.

Reviews and processes for payment the health insurance premiums, monthly.

Manages the school division's tax shelter annuity (TSA) program.

Supervises a staff of payroll accounting clerks; assigns and reviews work; interviews candidates for positions and recommends hire; recommends transfer and promotion actions.

Ensures that appropriate payroll deductions are made for employees enrolled in supplemental retirement plans (TSA) and other benefits programs; receives new enrollment information and enters appropriate deductions into employees payroll record; adjusts records to reflect changes in enrollment.

Supervises the maintenance of direct deposit data; communicates with employees and banks regarding requests, cancellations and problems; ensures that direct deposit files are transmitted to the bank on time.

Supervises the processing of all subpoenas and summons served by the courts that are pertinent to payroll information; ensures that the courts are answered in a timely and accurate manner.



Computes the reimbursement of all monies owed Norfolk Public Schools by organizations that employ school employees.

Supervises the processing of Workers' Compensation payments, sick leave bank payments, short-term hybrid disability payments, and accruals & adjustments to leaves balances; ensures that all laws, policies, guidelines and procedures are followed.

Coordinates payroll activities with other departments, i.e., human resources, risk management, benefits and budget in areas that concern pay, leave, and benefits.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of applicable federal, State, and local laws, regulations, payroll procedures, methods, and practices.

Good knowledge of online payroll systems.

Ability to communicate effectively, both orally and in writing.

Ability to solve difficult problems and to resolve concerns in hostile and confrontational situations with tact, diplomacy and in a courteous and effective manner.

Ability to plan, organize, assign, supervise, and evaluate the work of a clerical payroll accounting staff.

Ability to establish operational guidelines and procedures.

Ability to collect and organize payroll data, and prepare accurate reports.

### **MINIMUM EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS**

Possession of a bachelor's degree in business administration or a related field and considerable experience in payroll administration in an on-line automated environment; or any equivalent combination of education and experience that would provide the above noted knowledge, skill, and ability. Must possess the ability to organize and supervise the operations of a payroll department. Must possess a comprehensive knowledge of, and the ability to practically apply, general payroll principles and practices. Must possess a thorough knowledge of governmental regulations affecting payroll operations.

### **LICENSE/CERTIFICATION**

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None

## **PHYSICAL ATTRIBUTES**

Work involves long periods of sitting at a desk and looking at a terminal screen, and lifting heavy ledgers, boxes and registers.

## **HAZARDS**

Work involves exposure to normal, everyday risks in an office environment

## **UNUSUAL DEMANDS**

Work is performed in an office and is subject to continuing stress and constant deadlines and frequent interruptions. There are also hostile confrontations with employees who believe they have not been properly paid or whose check may have been lost or delayed.

**To Apply:** All applications, resumes, references, transcripts, and supporting documentation for this position must be submitted to the Chief Human Resources Officer. Separate applications are required for **all** administrative positions. Application forms may be secured on the NPS website: [www.npsk12.com](http://www.npsk12.com).

## **Staffing Contact**

- D. Timothy Billups, pHCLE, SHRM-CP, PHR, IPMA-SCP – Chief Human Resources Officer – Administrative Personnel
  - Andrew Davenport – Human Resources Generalist – Classified Personnel (Operations)
  - Sonja Hale – Human Resources Generalist – Elementary Education Personnel
  - Michelle Lawrence – Human Resources Generalist – Classified Personnel
  - Erica Norfleet – Human Resources Generalist – Special Education and Resource Personnel
  - Amanda Schilling – Human Resources Information and Technology Specialist – Substitute Teacher & Athletic Coach Personnel
  - Michael Sheets – Human Resources Generalist – Secondary Education Personnel
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