



OFFICE OF THE STATE  
SUPERINTENDENT OF EDUCATION

## \*\*\*RECRUITMENT ANNOUNCEMENT\*\*\*

**Position Title:** Supervisory Human Resources Specialist  
**Agency Title:** Payroll and Compliance Manager  
**Job ID:** 25836  
**Open To:** Public  
**Open Period:** April 11, 2024 – April 21, 2024

The Office of the State Superintendent of Education (OSSE or Agency) is a mission-driven and dynamic organization and is seeking a **Supervisory Human Resources Specialist** to join its team to manage its payroll administration functions and ensure compliance with federal and local regulations pertaining to employee suitability and fitness to perform work.

The Supervisory Human Resources Specialist will serve in the role of Payroll and Compliance Manager. The Payroll and Compliance Manager will possess strong organizational and management skills and bring passion for mission, team, and continuous improvement to their work. The Manager will lead a seven (7)-member team responsible for the full range of compliance and payroll functions for more than 1900 employees.

The Payroll & Compliance Manager serves as liaison between OSSE and the DC Department of Human Resources (DCHR) and oversees all Agency compliance and payroll related matters. The Payroll & Compliance Manager works under the policy, direction, and supervision of the Assistant Superintendent of Human Resources. The Payroll & Compliance Manager exercises full and final accountability for all matters associated with completing work assignments.

### **SPECIFIC FUNCTIONS OF THE PAYROLL AND COMPLIANCE MANAGER INCLUDE:**

#### Payroll Functions

- Oversee all payroll related inquiries, disputes and the primary contact for dispute resolution.
- Manage, troubleshoot, and streamline Payroll operations, including the payroll reconciliation process.
- Audit payroll records, employee records, processing actions, etc. for accuracy and completeness.
- Direct the administration of payroll processing functions included, but not limited to employee Retro Pay requests, monetary pay-outs, leave adjustments and employment verifications.
- Coordinate the employee leave audit process to include, but not limited to “Use or Lose” leave accrual, leave discrepancies, etc.
- Tracking and reporting on key metrics related to these functions.

### Compliance Functions

- Ensure compliance with federal and local regulations pertaining to employee suitability and fitness to perform work including, but not limited to the facilitation of background checks, auditing of employee credentials, and facilitation of drug and alcohol testing.
- Manage the completion and adherence of required drug and alcohol testing including but not limited to random drug screenings, reasonable suspicion, and return to duty.
- Research, interpret, and apply various pertinent laws and standards including District and Federal regulations and procedures related to compliance and suitability administration.
- Conduct audits of various compliance databases including, but not limited to employee credentials, licensures, pre-employment checks, background checks and drug screens, ensuring 100% compliance.
- Developing and implementing standard of operating procedures for compliance.

### Other Key Managerial Functions

- Supporting the development of tactical tools and technology to improve processes as well as communications to internal and external stakeholders.
- Overseeing and managing high-profile, high-stakes agency-wide projects as needed.
- Attending regularly scheduled and special staff meetings to discuss plans, share problems of mutual concern and to communicate OSSE policy guidance or administrative changes to managers.
- Responding in writing or verbally to written and oral requests for information from constituents, peers, employees, and other District agencies.
- Building capacity on the team by setting expectations for and coaching current and emerging leaders, strengthening collaboration and alignment of the HR leadership team members, and ensuring intentional professional development for entire team.

### **KEY QUALIFICATIONS:**

- Bachelor's degree in business administration, human resources, industrial psychology or equivalent specialized work experience.
- Strong organization and project management skills, with the ability to dig into details of numerous dependencies and delegate as appropriate.
- Ability to deal with ambiguity, prioritize and multitask effectively in a fast paced, confidential environment with competing priorities.
- Demonstrated customer service mindset with an unrelenting focus on being resourceful and creative to find a solution to any challenge.
- Ability to articulate a vision and inspire others to follow.
- Excellent interpersonal and collaboration skills, facilitation expertise, and indirect management experience.
- Familiarity with operating in a mid-to-large size organization or government environment is strongly preferred.
- Strong work ethic and highest level of integrity.

## **Office of the State Superintendent of Education (OSSE) – Who We Are**

OSSE is focused on sustaining, accelerating and deepening the progress being made for the District's 90,000+ students. As the state education agency, OSSE serves as the District's liaison to the US Department of Education and works closely with the District's 470+ early childhood facilities, 250+ schools, 60+ local education agencies (including the District of Columbia Public Schools and charter organizations), and community-based organizations.

Over the years, OSSE has worked hard to improve systems and supports to help close the achievement gap and ensure people of all ages and backgrounds are prepared to succeed in school and in life. DC remains the fastest improving state and urban school system in the country on the National Assessment of Educational Progress, also known as the Nation's Report Card.

**Salary:** This position is a grade 13 on the District government's management supervisory service salary scale. The salary ranges from \$99,513 to \$139,318. Actual salary is determined by a variety of factors including years of experience, applicant qualifications, internal equity comparisons, and organizational structure.

**Application Process:** This position is posted on the DC government's Department of Human Resources (DCHR) website. Interested applicants are encouraged to follow the steps below to apply for the position:

- Click on the following link:
- [DCHR Careers](#)
- In the Search Jobs section, enter 25836
- Click on the job requisition entitled **Supervisory Human Resources Specialist**

If you are having technical issues, please contact DCHR at (202) 442-9700