

Introduction:

VRS “job name” is a data field used in myVRS Navigator to identify members in certain specialized positions. In most cases, the VRS job name differs from the position name or title used by employers. Some job names assign reported employees with position-specific benefits entitled to them under the *Code of Virginia*. Other job names designate organization leaders or officers. Reporting employees under the correct job name ensures employees receive the correct VRS benefits and ensures VRS bills for contributions and values employer plans accurately.

When an employer enrolls a new employee or reports a change to an employee’s VRS-covered position, the employer must select the appropriate VRS job name during the Enroll, or Job Change process.

Reminders:

- The job names available in myVRS Navigator vary by employer based on the type of positions employed.
- Employers who submit changes manually will choose the correct job name from the available list. For instructions on manual reporting, see the [Enrolling a New Employee](#) and the [Adding New Information to Employee Records](#) process guides.
- Employers who report via batch must enter the correct job name on their upload file for enrollments and/or job changes. VRS retirees returning to full-time employment, to include critical shortage positions, cannot be enrolled or maintained on the batch file; they must be entered manually. See the [Enrolling and Maintaining Employees Using Batch Processing process guide](#) for instructions on submitting batch files.
- The following definitions are guidelines to aid employers in determining which job name an employee should be enrolled under for retirement benefit purposes only. It is the employer’s responsibility to ensure that employees meet all requirements of their position as set forth in the *Code of Virginia* and/or the *Constitution of Virginia* for their respective positions. While this information serves as a guide, VRS makes the final determination regarding job name reporting and related benefit eligibility based on individual facts and circumstances. Contact VRS with questions.

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Choosing Job Names

Reporting employees in myVRS Navigator

Political Subdivisions:

Cities/Counties	
VRS job name	Description
Employee	Employee of any county, city or town, any political entity, subdivision, branch or unit of the Commonwealth, or any commission, public authority or body corporate created by or under an act of the General Assembly specifying the powers, privileges or authority capable of exercise by the commission, public authority or body corporate.
Manager/Administrator	An employee appointed or hired by the governing body to implement municipal policy and direct the activities of city, county or town government. Typically, a political subdivision will have only one Manager/Administrator.
Attorney	An attorney appointed or hired by the governing body pursuant to the Code of Virginia § 15.2-1542 .
Treasurer	A Constitutional Officer – The treasurer of a public agency is elected by the voting public or is appointed by the Council. Treasurers are primarily responsible for managing the revenue and cash flow of the agency, banking, collection, receipt, reporting, custody, investment or disbursement of municipal funds, pursuant to Article VII, Section 4 of the Constitution of Virginia .
Treasurer's Employee	Any employee of the Treasurer.
Commissioner of the Revenue	A Constitutional Officer – The Commissioner of the Revenue is the chief tax-assessing official of the locality, pursuant to Article VII, Section 4 of the Constitution of Virginia .
Commissioner of the Revenue's Employee	Any employee of the Commissioner of the Revenue.
Attorney for the Commonwealth	A Constitutional Officer – Attorney for the Commonwealth is the title given to the elected prosecutor of felony crimes in Virginia, pursuant to Article VII, Section 4 of the Constitution of Virginia .
Attorney for the Commonwealth's Employee	Any employee of the Attorney for the Commonwealth.

Political Subdivisions (continued):

Cities/Counties	(continued)
VRS Job Name	Description
Clerk of Circuit Court	A Constitutional Officer – An officer of the Circuit Court whose responsibilities include maintaining the records of a court and administering oaths to witnesses, jurors, and grand jurors, pursuant to Article VII, Section 4 of the Constitution of Virginia .
Clerk of Circuit Court's Employee	Any employee of the Clerk of Circuit Court.
General Registrar	Pursuant to the Code of Virginia § 24.2-101 , the person appointed by the electoral board of a county or city pursuant to the Code of Virginia § 24.2-110 to be responsible for all aspects of voter registration, in addition to other duties prescribed by this title. When performing duties related to the administration of elections, the general registrar is acting in their capacity as the director of elections for the locality in which they serve.
General Registrar's Employee	Any employee of the General Registrar.
Social Services Employee	Any employee of a city or county department of social services pursuant to Chapter 3 of the Code of Virginia (Section 63.2-300 et seq.) or employees of a standalone department of social services created by the Virginia Acts of Assembly.
Sheriff	A Constitutional Officer – The Sheriff is an elected city or county official, pursuant to Article VII, Section 4 of the Constitution of Virginia .
Sheriff's Employee	Any employee of the Sheriff who is not a Deputy Sheriff or a Sheriff's Emergency Dispatcher as defined in this job aid.
Deputy Sheriff	A duly sworn deputy appointed by a Sheriff pursuant to the Code of Virginia § 15.2-1603 , employed in (i) a deputy sheriff position that has been authorized for the Sheriff's Office by the Compensation Board pursuant to the Code of Virginia § 15.2-1609.1 or (ii) a law-enforcement deputy sheriff position for which the employer pays the total compensation and all employer costs for the position (commonly referred to as "road deputies").

Political Subdivisions (continued):

Cities/Counties	(continued)
VRS Job Name	Description
Sheriff's Emergency Dispatcher	An individual employed by a public safety answering point, an emergency medical dispatch service provider, or both, who is qualified to answer incoming emergency telephone calls or provide for the appropriate emergency response either directly or through communication with the appropriate PSAP and who meets the training requirement set forth in the Code of Virginia § 56-484.16:1 , where the PSAP is located in the local Sheriff's Office.
Chief of Police	The top-ranking executive or commanding officer of a local police department, who meets the definition, training and certification requirements of a sworn law-enforcement officer pursuant to the Code of Virginia § 15.2-1700 et seq.
Police Officer	A sworn law enforcement officer who has the duty and obligation to enforce the traffic and penal laws of the state, employed by a local police department established pursuant to the Code of Virginia § 15.2-1700 et seq. , and who has completed (or is in the process of completing) and maintains the requisite training and certifications.
Fire Chief	The top-ranking executive or commanding officer in a local fire department, who meets the definition, training and certification requirements of a "firefighter" pursuant to the Code of Virginia § 15.2-1512.2 .
Firefighter	Any person who is employed within the fire department or public safety department of a locality whose primary responsibility is the prevention and extinguishment of fires, the protection of life and property, or the enforcement of local or state fire prevention codes or laws pertaining to the prevention or control of fires, pursuant to the Code of Virginia § 15.2-1512.2 , and who has completed (or is in the process of completing) and maintains the requisite training and certifications.
EMT	Pursuant to the Code of Virginia § 32.1-111.1 , defined as "Emergency medical services personnel" or "EMS personnel," any individual who is employed by or a member of an emergency medical services agency and who provides emergency medical services pursuant to an emergency medical services agency license issued to that agency by the Commissioner and in accordance with the authorization of that agency's operational medical director. An EMT must have also completed (or be in the process of completing) and must maintain the requisite training and certifications of EMS personnel.

Political Subdivisions (continued):

Cities/Counties (continued)	
VRS Job Name	Description
Emergency Dispatcher	An individual employed by a public safety answering point, an emergency medical dispatch service provider, or both, who is qualified to answer incoming emergency telephone calls or provide for the appropriate emergency response either directly or through communication with the appropriate PSAP and who meets the training requirement set forth in the Code of Virginia § 56-484.16:1 .
Jailer	Pursuant to the Code of Virginia § 53.1-1 , "Jail officer" means a duly sworn employee of a local correctional facility, except for deputy sheriffs, whose normal duties relate to maintaining immediate control, supervision and custody of prisoners confined in any local correctional facility.

Boards	
VRS Job Name	Description
Employee	Employee of any county, city or town, any political entity, subdivision, branch or unit of the Commonwealth, or any commission, public authority or body corporate created by or under an act of the General Assembly specifying the powers, privileges or authority capable of exercise by the commission, public authority or body corporate.
Employee Contractual	This is an exception job name. Please call your employer relationship manager before beginning to enroll members using this job name.
Social Services Employee	Any employee of a city or county department of social services pursuant to Chapter 3 of the Code of Virginia (Section 63.2-300 et seq.) or employees of a standalone department of social services created by the Virginia Acts of Assembly.

Choosing Job Names

Reporting employees in myVRS Navigator

Political Subdivisions (continued):

Districts/ Regional Institutions

VRS Job Name

Description

Employee

Employee of any county, city or town, any political entity, subdivision, branch or unit of the Commonwealth, or any commission, public authority or body corporate created by or under an act of the General Assembly specifying the powers, privileges or authority capable of exercise by the commission, public authority or body corporate.

Towns

VRS Job Name

Description

Employee

Employee of any county, city or town, any political entity, subdivision, branch or unit of the Commonwealth, or any commission, public authority or body corporate created by or under an act of the General Assembly specifying the powers, privileges or authority capable of exercise by the commission, public authority or body corporate.

Manager/ Administrator

An employee appointed or hired by the governing body to implement municipal policy and direct the activities of city, county or town government. Typically, a political subdivision will have only one Manager/Administrator.

Attorney

An attorney appointed or hired by the governing body pursuant to the [Code of Virginia § 15.2-1542](#).

Treasurer

A Constitutional Officer – The treasurer of a public agency is elected by the voting public or is appointed by the Council. Treasurers are primarily responsible for managing the revenue and cash flow of the agency, banking, collection, receipt, reporting, custody, investment or disbursement of municipal funds, pursuant to [Article VII, Section 4 of the Constitution of Virginia](#).

Political Subdivisions (continued):

Towns (continued)	
VRS Job Name	Description
Treasurer's Employee	Any employee of the Treasurer.
Chief of Police	The top-ranking executive or commanding officer of a local police department, who meets the definition, training and certification requirements of a sworn law-enforcement officer pursuant to the Code of Virginia § 15.2-1700 et seq.
Police Officer	A sworn law enforcement officer who has the duty and obligation to enforce the traffic and penal laws of the state, employed by a local police department established pursuant to the Code of Virginia § 15.2-1700 et seq. , and who has completed (or is in the process of completing) and maintains the requisite training and certifications.
Fire Chief	The top-ranking executive or commanding officer in a local fire department, who meets the definition, training and certification requirements of a "firefighter" pursuant to the Code of Virginia § 15.2-1512.2.
Firefighter	Any person who is employed within the fire department or public safety department of a locality whose primary responsibility is the prevention and extinguishment of fires, the protection of life and property, or the enforcement of local or state fire prevention codes or laws pertaining to the prevention or control of fires, pursuant to the Code of Virginia § 15.2-1512.2 , and who has completed (or is in the process of completing) and maintains the requisite training and certifications.
EMT	Pursuant to the Code of Virginia § 32.1-111.1 , defined as "Emergency medical services personnel" or "EMS personnel," any individual who is employed by or a member of an emergency medical services agency and who provides emergency medical services pursuant to an emergency medical services agency license issued to that agency by the Commissioner and in accordance with the authorization of that agency's operational medical director. An EMT must have also completed (or be in the process of completing) and must maintain the requisite training and certifications of EMS personnel.
Emergency Dispatcher	An individual employed by a public safety answering point, an emergency medical dispatch service provider, or both, who is qualified to answer incoming emergency telephone calls or provide for the appropriate emergency response either directly or through communication with the appropriate PSAP and who meets the training requirement set forth in the Code of Virginia § 56-484.16:1.

Political Subdivisions (continued):

Authorities	
VRS Job Name	Description
Employee	Employee of any county, city or town, any political entity, subdivision, branch or unit of the Commonwealth, or any commission, public authority or body corporate created by or under an act of the General Assembly specifying the powers, privileges or authority capable of exercise by the commission, public authority or body corporate.
Emergency Dispatcher	An individual employed by a public safety answering point, an emergency medical dispatch service provider, or both, who is qualified to answer incoming emergency telephone calls or provide for the appropriate emergency response either directly or through communication with the appropriate PSAP and who meets the training requirement set forth in the Code of Virginia § 56-484.16:1 .
Chief of Police	The top-ranking executive or commanding officer of a local police department, who meets the definition, training and certification requirements of a sworn law-enforcement officer pursuant to the Code of Virginia § 15.2-1700 et seq.
Police Officer	A sworn law enforcement officer who has the duty and obligation to enforce the traffic and penal laws of the state, employed by a local police department established pursuant to the Code of Virginia § 15.2-1700 et seq. , and who has completed (or is in the process of completing) and maintains the requisite training and certifications.
Fire Chief	The top-ranking executive or commanding officer in a local fire department, who meets the definition, training and certification requirements of a “firefighter” pursuant to the Code of Virginia § 15.2-1512.2 .
Firefighter	Any person who is employed within the fire department or public safety department of a locality whose primary responsibility is the prevention and extinguishment of fires, the protection of life and property, or the enforcement of local or state fire prevention codes or laws pertaining to the prevention or control of fires, pursuant to the Code of Virginia § 15.2-1512.2 , and who has completed (or is in the process of completing) and maintains the requisite training and certifications.

Political Subdivisions (continued):

Regional Jails	
VRS Job Name	Description
Employee	Employee of any county, city or town, any political entity, subdivision, branch or unit of the Commonwealth, or any commission, public authority or body corporate created by or under an act of the General Assembly specifying the powers, privileges or authority capable of exercise by the commission, public authority or body corporate.
Superintendent	Pursuant to the Code of Virginia § 53.1-109 , the jail superintendent is the individual who shall have and exercise the same control and authority over the prisoners committed or transferred to a regional jail or jail farm as the sheriffs of this Commonwealth have by law over the prisoners committed or transferred to local jails.
Jailer	Pursuant to the Code of Virginia § 53.1-1 , “Jail officer” means a duly sworn employee of a local correctional facility, except for deputy sheriffs, whose normal duties relate to maintaining immediate control, supervision and custody of prisoners confined in any local correctional facility.

Frequently Misreported Positions:

- **Fire Marshal:** Members in this position should either be reported as a “Firefighter” or an “Employee” in myVRS Navigator. To be reported as a “Firefighter,” the member must be employed within the fire department, in the chain of command of the fire chief, and meet the definition of “Firefighter” in this job aid. Fire marshals who do not meet these requirements should be reported to VRS using the “Employee” job name.
- **Animal Control Officers:** In general, sole animal control officers should be reported to VRS using the “Employee” or “Sheriff’s Employee” job name; the latter dependent on the member being employed within the Sheriff’s Office. Only members who meet the definition of “Police Officer” or “Deputy Sheriff” as defined in this job aid, respectively, who also have animal control duties, should be reported to VRS using either job name.
- **Conservator of the Peace/Special Conservator of the Peace:** Neither conservators of the peace nor special conservators of the peace designations alone enable members to meet the requirements to be defined as a law-enforcement officer of the Commonwealth. Commonly questioned positions include, but are not limited to, park rangers and Commonwealth’s attorney investigators. Park rangers, for example, should be reported to VRS under the “Employee” job name. Commonwealth’s attorney investigators should be reported under the “Attorney for the Commonwealth’s Employee” job name.

School Divisions:

Standard Positions	
VRS Job Name	Description
Teacher	Full-time employees spending any portion of time teaching.
School Superintendent	Pursuant to the Code of Virginia § 22.1-60 , the School Superintendent is the individual appointed to serve as the full-time superintendent for a school division by the division's school board.
Administrative/ Support	School principals, assistant principals, school board administration like HR and Payroll, school security officers and other professional staff and school administrative positions in 12-month contracts. This also includes managers and supervisors of bus drivers, cafeteria and custodial workers in 12-month contracts.
Administrative/ Support Contractual	Administrative personnel such as secretaries, school aides, school security officers, etc., in 9-, 10- and 11-month contracts. This also includes managers and supervisors of bus drivers, cafeteria, and custodial workers in 9-, 10- and 11-month contracts.
Non-Administrative	Custodial workers and maintenance workers who work 12 months of the year.
Non-Administrative Contractual	Bus drivers, custodial workers, cafeteria workers and maintenance workers in 9-, 10- and 11-month contracts.

School Divisions (continued):

The job names below identify qualified retirees working full-time in positions that have been legally granted exception from certain retiree return-to-work rules. Selecting one of these job names when manually enrolling a qualified retiree ensures their VRS retirement benefits remain intact while they are working in the position.

VRS also requires employers to submit a completed Certification of Eligibility form annually for a retiree, at the time of employment or reemployment in a critical shortage position. Forms are respective to the designated position and are located on the [Forms page of the VRS website](#). For additional reporting rules regarding exception positions, review the [Critical Shortage Key Considerations job aid](#) and the [Hiring and Reporting School Security Officers or School Resource Officers job aid](#).

Exception Positions	
VRS Job Name	Description
Critical Shortage Teacher	VRS retiree working in a full-time teaching position designated as critical shortage by the Virginia Department of Education or the local school board pursuant to the Code of Virginia § 51.1-155 .
Critical Shortage Bus Driver	VRS retiree working in a full-time bus driver position designated as critical shortage pursuant to the Code of Virginia § 51.1-155 .
Critical Shortage Specialized Student Support	VRS retiree working full-time in a licensed health and behavioral professional position, like speech therapist, psychologist, school nurse, guidance counselor, etc., designated as critical shortage pursuant to the Code of Virginia § 51.1-155 . The list of eligible specialized student support positions is set forth in the Code of Virginia § 22.1-253.13:2(O) .
Retiree School Security Officer	VRS-retired sworn law enforcement working as a full-time school security officer pursuant to the Code of Virginia § 51.1-155 .