

# POSITION DESCRIPTION

AGENCY/DEPT ID  
Department of Administrative Services/  
DAS101000

DIVISION OR INSTITUTION  
Administrative Support

UNIT OR OFFICE  
Office of Employee Services

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20005415

Reclassification     New Position     Update    Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Benefits & Payroll Manager    POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: SEE TABLE OF ORGANIZATION

Permanent     Classified    Overtime:  Eligible     Exempt    Bargaining Unit 22  
 Temporary     Unclassified  
 Intermittent     Essential    If FLSA Exempt, exemption type: Administrative    PR 14  
Page 1 of 3

NORMAL WORKING HOURS (Explain unusual or rotating shift):  
FROM: 8:00 a.m. TO: 5:00 p.m.

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Serves as agency Benefits Manager (e.g., disability leave, retirement options, insurance, health & dental, FMLA, workers' compensation): formulates & implements benefits policies & procedures affecting overall delivery & administration of programs; ensures documentation for benefit programs meets state & federal laws; supervises subordinate benefits staff who process disability applications, workers' compensation applications, FMLA & ADA requests; oversees review & approval of all benefit program requests; assists Labor Relations Officer in special projects (e.g., internal investigations).	Knowledge of (1) business/human resources/public administration; (2) managing large (i.e., over 700 employees) payroll; (3) civil service laws, rules, policies & procedures & provisions of collective bargaining contracts; (4) state, federal, local laws & regulations relating to payroll & benefits; (5) benefits program management & policies & procedures for benefits/payroll preparation & administration; (6) public relations; (7) Human Resources Division payroll administration policies & procedures*; (8) supervisory principles/techniques. Skill in (9) operation of personal computer & associated hardware/software (e.g., state payroll mainframe screens*, MS Office Suite, Peoplesoft). Ability to (10) advise employees on number of subjects related to payroll administration (e.g., disability leave & retirement, retirement options & forms, completing time reports); (11) prioritize & deal with multiple issues/tasks simultaneously; (12) define problems, collect data, establish facts & draw valid conclusions; (13) read, analyze & interpret complex payroll-related documents, laws & regulations; (14) use appropriate research methods in gathering data; (15) utilize logical thought processes; (16) communicate effectively in writing & verbally; (17) calculate fractions, decimals & percentages; (18) proofread & recognize errors; (19) respond effectively to the most sensitive inquiries & complaints; (20) obtain & maintain valid driver's license; (21) maintain accurate records; (22) prepare meaningful, concise & accurate reports.  *developed after employment

JOB CODE TITLE  
Human Capital Management Manager

JOB CODE  
64615

List Position Numbers & Job Titles of Positions Directly Supervised:  
SEE TABLE OF ORGANIZATION

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*William H. Walker*

4/23/14

apd 4-23-14 cl

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services/ DAS101000
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Employee Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005415	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Benefits & Payroll Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 PR 14 Page 2 of 3
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m.    TO: 5:00 p.m.			

**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Serves as agency Payroll Manager for over 700 employees in Department of Administrative Services (DAS); oversees payroll function for DAS employees; develops & maintains operational policies & procedures related to payroll & timesheet processing; oversees auditing of timesheet codes for exceptions; identifies program errors in automated timekeeping system necessitating manual corrections of payroll by scanning for time reporting codes (TRCs) & makes corrections/adjustments to employee timesheets; works with divisional liaisons & managers to get requests for leave & payable time approved; calculates leave balances & adjustments of leave balances; researches payroll files to prepare adjustments in pay &/or benefits; uses OAKS HCM module to research adjustments for Ohio Public Employees Retirement System (OPERS); monitors changes from bargaining unit to exempt & vice versa; oversees all employee deductions (e.g., taxes, address changes, electronic funds transfers & credit union); audits payroll to ensure compliance with Fair Labor Standards Act (FLSA), Ohio Revised Code (ORC), union contract provisions (e.g., ensures that laws governing overtime & compensatory time are in compliance) & work rules; conducts computer searches to identify & correct errors in divisional payroll by running daily payroll reports during payroll processing week (e.g., hours greater than 80, OT & sick in same week); computes amounts for manual checks of refunds & buy-backs; responds to employee inquiries regarding payroll & benefits, union contract provisions, ORC & work rules as it relates to payroll & benefits; prepares correspondence & processes jury duty payments; checks to make sure appropriate paperwork has been submitted; conducts new employee orientation & explains payroll information (e.g., taxes, counsels employees on choice of & preparation of OPERS enrollment documents); reviews & approves security access to payroll system for all DAS employees; supervises assigned staff (e.g., assigns work & provides direction to payroll staff, monitors & reviews work & provides feedback).	Knowledge of 1, 2, 3, 4, 5, 6, 7*, 8 Skill in 9 Ability to 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22
		*developed after employment

64615  
 4-23-14

JOB CODE TITLE Human Capital Management Manager  JOB CODE 64615	List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 4/24/14

