

<b>POSITION DESCRIPTION</b>	AGENCY/DEPT ID Department of Administrative Services DAS102100	
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Employee Services	COUNTY OF EMPLOYMENT Franklin

<b>POSITION NUMBER</b> 20005424	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
	USUAL WORKING TITLE OF POSITION Payroll/Benefits Specialist		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005415 HCM Manager (Payroll/Benefits)	
	<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 checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt  If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 10 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m.     TO: 5:00 p.m.			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
%	Job Duties in Order of Importance		Knowledge, Skills & Abilities	
50	<p>Under general direction of the Payroll and Benefits Manager, assists in program direction by relieving Payroll and Benefits Manger of routine payroll related activities for program areas in payroll and employee benefits: Develops &amp; maintains operational procedures related to payroll and timesheet processing; oversees auditing of timesheet codes for exceptions; makes corrections; scans for time reporting codes (TRC), makes adjustments; work with divisional liaison and managers to get request for leave and payable time approved; calculate leave balances and adjustments of leave balances, researches payroll files to prepare adjustments in pay &amp;/or benefits, uses personal computer to research adjustments for Ohio Public Employees Retirement System (OPERS) : combination benefits such as workers' compensation, disability, and pay; monitors changes from Bargaining Unit to Exempt and vice versa; distributes payroll checks and related documents to divisions; completes payroll related forms; posts all employee deductions (e.g., taxes, address changes, electronic funds transfers &amp; credit union); audits payroll to ensure compliance with Fair Labor Standards Act (FLSA), Ohio Revised Code and Union Contract provisions (e.g., ensure that laws governing overtime &amp; compensatory time are in compliance) and work rules; investigates records and posts divisional payroll corrections; identifies program errors in automated timekeeping system necessitating manual corrections of payroll; conducts computer searches to identify and correct errors in divisional payroll by running daily payroll reports during payroll processing week (e.g. Hrs greater than 80, OT &amp; SICK in the same week); computes amounts for manual checks of refunds and buy-backs; responds to employee inquiries regarding payroll &amp; benefits, Union contract provisions, the Ohio Revised code and work rules as it relates to Payroll &amp; Benefits; sends out letters and processes jury duty payments; checks to make sure appropriate paperwork has been submitted, assists and/or conducts new employee orientation explaining payroll information (e.g. taxes). Back up for processing disability and Worker Compensation payments and entries.</p>		<p>Knowledge of (1) public relations; (2) civil service laws, rules &amp; regulations; (3) agency policies &amp; procedures (health insurance &amp; benefits);* (4) social insurance (e.g., workers' comp, unemployment, social security, disability insurance, public employees retirement); (5) state mainframe computer system.</p> <p>Skill n use of (6) personal computer; (7) Microsoft Word, Excel, Access.</p> <p>Ability to (8) interpret a variety of technical material in books, journals, and manuals; (9) calculate fractions, decimals, and percentages; (10) use proper research methods in gathering data; (11) resolve complaints from angry citizens and government officials; (12) handle sensitive inquiries from and contacts with officials and general public; (13) work alone on most tasks; (14) prepare meaningful, concise and accurate reports; (15) maintain accurate records; (16) understand payroll entry procedures; (17) establish facts &amp; draw valid conclusions.</p> <p>*Developed after employment.</p>	
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE	
		<i>Alli N. Shaffer</i>	7/28/11	

POSITION NUMBER  
20005424

JOB CODE TITLE  
Human Capital Management Analyst

JOB CODE ARD 7-29-11 VAO  
64612

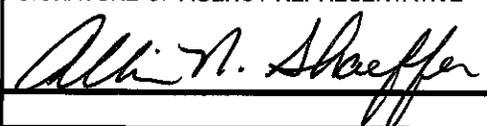
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POSITION NUMBER 20005424	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update	Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Payroll/Benefits Specialist	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005415 HCM Manager (Payroll/Benefits)
	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Classified <input type="checkbox"/> Temporary <input type="checkbox"/> Unclassified <input type="checkbox"/> Intermittent <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:

Bargaining Unit 22  
PR 10  
Page 2 of 2

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
30	Responsible for recording and maintaining agency-wide employee insurance and benefit information (e.g., medical, dental, vision and life); Uses personal computer to post insurance information/enrollments, including open enrollment, processing benefit events into OAKS (Ohio Administrative Knowledge System); counsels new and current employees on issues of coverage, time off, wage/salary impact; resolves simple to complex issues of coverage and eligibility; audits payroll system in order to ensure proper and accurate entries are made for health insurance make-ups and refunds; initiates and maintains notification of part-time insurance eligibility; prepares semi-annual correspondence to insurance eligible part-time employees, informing them of current insurance rates; process notarized affidavits for over-age dependents if applicable; prepares correspondence and calculates lost wages for legal actions and insurance claims; prepares applications and performs calculations for emergency Deferred Compensation withdrawals; assists and/or conducts new employee orientation (e.g., explains health and life insurance, form completion, deadlines, coverage options and requirement, policies and procedures); assists with form completion & answers questions regarding coverage with contracted carriers.	Knowledge of 1, 2, 3, 4, 5. Skill in use of 6, 7. Ability to 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18.
20	Miscellaneous duties: answer e-mail and responding to correspondence: both written and verbal, re-creating W-2's, counsel employees on payroll and benefit issues, follow up with employee after self serve changes in OAKS (e.g. tax changes, marital status changes, performs other duties as assigned.	Knowledge of 1, 2, 3, 4, 5. Skill in use of 6, 7. Ability to 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18.  *Developed after employment.

JOB CODE 64612	JOB CODE TITLE Human Capital Management Analyst	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7/28/11
		(Empty space for supervised positions)	(Empty space for signature)	(Empty space for date)