

# POSITION DESCRIPTION

AGENCY/DEPT ID  
Department of Administrative Services  
DAS102100

DIVISION OR INSTITUTION  
Administrative Support Division

UNIT OR OFFICE  
Office of Employee Services

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20005424

Reclassification     New Position     Update    Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: HCM Senior Analyst    POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005412 Human Capital Management Administrator 2

Permanent     Classified    Overtime:  Eligible     Exempt    Bargaining Unit 22 PR 12  
 Temporary     Unclassified    If FLSA Exempt, exemption type:  
 Intermittent

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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
60	<p>Serves as human resources coordinator: oversees payroll function for the Department of Administrative Services (DAS) employees; 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); 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. Skill in use of (6) processing payroll using PeopleSoft HCM functions; (7) personal computer; (8) Microsoft Word, Excel, Access. Ability to (9) interpret a variety of technical material in books, journals, and manuals; (10) calculate fractions, decimals, and percentages; (11) use proper research methods in gathering data; (12) resolve complaints from angry employees, external customers and government officials; (13) handle sensitive inquiries from and contacts with officials and general public; (14) work alone on most tasks; (15) prepare meaningful, concise and accurate reports; (16) maintain accurate records; (17) understand payroll entry procedures; (18) establish facts &amp; draw valid conclusions.</p> <p>*developed after employment</p>

JOB TITLE  
Human Capital Management Senior Analyst

JOB CODE  
64613  
Apr 9-11-11

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Robert J. Miller*

9-22-11

