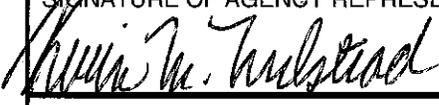


POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301000
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE HR Operations	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005817 JOB TITLE Project Manager 1 - Fiscal Officer 3 JOB CODE 63381 <i>Approved 9/26/14 CC</i>	<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 Project Manager 1/ Fiscal Officer 3	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	Agency Organizational Tree
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.		Bargaining Unit Page 1 of 3

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	<p>Manages projects related to document management, document workflow (ex. FileNet) & retention compliance for all records required to be maintained by the Human Resources Division (HRD) & statewide personnel records maintained for agencies by HRD: coordinates projects with other HR units using project management methodologies (e.g., time, cost, scope); assists in writing project management policies; monitors policy compliance; interprets federal & state laws & regulations to ensure compliance; participates in establishing project management guidelines for monitoring & compliance; develops &/or directs development & implementation of planning documents (e.g., resources, specific assignments); creates & executes project work plans & revises as appropriate to meet changing needs & requirements; reviews deliverables, & ensures that project documents are complete, current & stored appropriately; sets & manages client expectations, continually seeks opportunities to increase customer satisfaction & deepen client relationship; facilitates team & client meetings effectively; manages vendor relations & maintenance agreements; communicates relevant project information to superiors.</p>	<p>Knowledge of (1) Enterprise Resource Planning environment (e.g., PeopleSoft); (2) project management life cycle methodologies; (3) time, cost, & scope management; (4) budgeting; (5) risk & issue management; (6) vendor management processes & practices; (7) agency policies & procedures*; (8) state procurement processes*. Skill in: (9) operation of personal computer & associated hardware & software; (10) use of project planning software (e.g., MS Project); Ability to: (11) manage multiple demands or tasks on projects; (12) define problems, collect data, establish facts & draw valid conclusions; (13) communicate effectively with diverse groups orally & in writing; (14) review & evaluate project progress; (15) write concise & accurate reports; (16) manage medium to large (\$50,000 +) projects.</p>
20	<p>Manages the Pay Fiscal Services within HRD, responsible for preparing & processing receipt & disbursement funds, ensuring reliability of fiscal accounting for payroll deductions from agency funds; recommends & implements modifications & new procedures as required to correct problems, achieve greater efficiencies & act in response to new requirements of fiscal accountability for statewide payroll operations; supervises & coordinates fiscal activities of unit including performing database management & activities, purchasing, accounting, accounts payable & receivable support; approves purchase orders for encumbering funds that involve state contracts & controlling board waivers; oversees processing of daily payments to health insurance vendors; completion of direct journal deposits for pay funds execution of queries for Intrastate Transfer Vouchers (ISTV) breakdowns in PeopleSoft FIN & preparation & processing of receipts & disbursement of Fund 124 & Pay Agency funds; reconciles fiscal transactions to general ledger; monitors deduction code balances in accounting ledger & reconciles any accounts with unexplained balances;</p>	<p>Knowledge of: 7*; (17) Generally Accepted Accounting Principles (GAAP); (18) payroll accounting; (19) office practices & procedures*. Skill in: 9 Ability to: 12; (20) handle sensitive inquiries from & contacts with officials & general public.</p>

List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 9/26/14
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POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301000

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005817

Reclassification New Position Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Project Manager 1/Fiscal Officer 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
See Table of Organization

Permanent
 Temporary
 Intermittent

Classified
 Unclassified

Overtime: Eligible Exempt
If FLSA Exempt, exemption type:

Bargaining Unit

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
20	<p>oversees completion of monthly reports that reconcile revenue & disbursements for Fund 124 & Pay Agency Funds; assigns staff to meet with vendors & HRD contract managers On vendor banking information & requirements; develops strategies in response to internal & external initiatives & requirements; assists with division, agency & statewide financial reporting projects including Statewide Cost Allocation Programs (SWCAP), Generally Accepted Accounting Principles (GAAP) & the Internal Accounting Program; serves as an agency & statewide vendor contract providing expert advice on how to manage & set up programs that comply with policies & procedures (e.g., cities, other states, federal government, countries, insurance companies & bargaining unions).</p> <p>Manages the statewide Social Security Administration (SSA) 218 agreement; maintains & administers the provision of the SSA 218 agreement; provides SSA with notice & evidence of legal dissolution of covered state or political subdivisions; maintains custody of the 218 agreement & any modifications; works with SSA & the Internal Revenue Service (IRS) to address coverage & taxation questions related to 218 agreement & any modifications; provides information, education & training to agencies on provisions of SSA 218; manages statewide retirement plans; oversees reconciliation, transmittal & payment activity for Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) Highway Patrol Retirement System (HPRS) & Law Enforcement Retirement System (LERS); oversees preparation of correspondence & spreadsheets to allocate funds correctly; trains employees in use of PERS systems; oversees requests for funds & posting of supplemental retirement to payroll; coordinates receipt & validates documentation of supplemental retirement; oversees processing of payments to retirement systems & retirement system transfers & reconciliation of agency shares of PERS refunds; oversees posting of deductions & reconciliation of payment report for purchase to retirement service credit, including updates & corrections of files; supervises filing of quarterly, annual & correction of: 941 reports, IT 941 report, school district income tax reports, out of state tax payments & other tax reports as identified; oversees reconciliation & reporting activities for unit participation in W-2 reporting process, including accounting for receipts & disbursement of all funds; performs other related payroll accounting functions: trains new employees in PeopleSoft FIN module, receipt, disbursement, & accounting for Fund 124 & Pay agency funds; develops training & monitors completed work of staff to ensure timely completion of tasks; ensures accuracy & consistency of staff work with established policies, procedures & guidelines; initiates & responds to Customer Relationship Management (CRM) tickets for the Pay Fiscal Services Unit.</p>	<p>Knowledge of: 7*; 17; 18; 19 Skill in: 9 Ability to 11; 12; 13; 20.</p>

JOB TITLE
Project Manager 1 – Fiscal Officer 3

JOB CODE
63381
Updated 9/26/14

List Position Numbers & Job Titles of Positions Directly Supervised:

See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

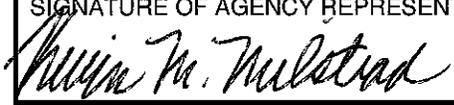
Kevin M. Melott

9/26/14

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301000
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE HR Operations	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005817 JOB TITLE Project Manager 1 - Fiscal Officer 3 JOB CODE 63381 <i>Approved 9.26.14</i>	<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 Project Manager 1/Fiscal Officer 3	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	Overtime: <input type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.		Bargaining Unit Page 3 of 3

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Manages the operations of State Records, HR Customer Support, Pay Fiscal & Employment Development Funds (EDF); provides direction & supervises staff responsible; identifies goals & objectives; revises policies & procedures to aid in alleviation of problematic areas & issues of contention; maintains records retention schedules for HRD; establishes timelines & assesses effectiveness of unit & makes process improvements to improve efficiency; projects staffing needs; responds to inquiries & complaints; conducts staff meetings to apprise staff of goals, expectations & time constraints; attends meetings, conferences, seminars; performs other related administrative & public relations duties as assigned.	Knowledge of: 7*; (21) management; (22) human resources; (23) supervisory principles & techniques. Skill in: 9 Ability to: 12; 13
20	Coordinates projects across HRD: coordinates participation of necessary parties on assigned projects (e.g., Information Technology, HRD Administrators, Deputy Director, etc); defines project requirements, quality standards & timelines; determines & addresses issues that are affecting project; defines specific activities to be performed & manages project deliverables; provides regular reports on status of projects; assists in budget planning.	Knowledge of: 1; 2; 3; 4; 5; 6; 7*; 8* Skill in: 9; 10. Ability to: 11; 12; 13; 14; 15.

List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 9/26/14
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