

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources

UNIT OR OFFICE
Payroll Administration

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
HCM Team Supervisor

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005878 (23350.0) HCM Payroll Time & Labor Team Manager

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m. & subject to overtime/call back 24X7

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	<p>Supervises Payroll Support Unit responsible for processing payroll for all departments, institutions, boards, and commissions: ensures reliability of state payroll; serves as backup for garnishment supervisor in absence; assists with payroll configuration in OAKS; assists with testing configuration changes in OAKS; maintains PeopleSoft queries in OAKS; reviews all payroll enhancement requests and makes recommendations for changes; ensures all employees are paid correctly; monitors batch schedules & jobs used in processing payroll; monitors payroll support function; recommends & implements modifications & new procedures required to correct problems; works overtime hours, as required, as an essential employee for timely processing of payroll; researches difficult inquiries; researches, investigate & processes customer inquiries & provides answers to questions regarding HCM OAKS information; assists in developing policies & procedures regarding payroll functions; makes recommendations on alternative activities with other units within HCM OAKS support unit & serves as liaison with state agencies on payroll related issues; ensures accuracy & conformity with laws, administrative code, union contracts, policies, rules, & guidelines; coordinates with agencies to resolve any problems or questions concerning payrolls; resolves payroll errors & exceptions; finalizes agency payrolls; assists with development and writing of training materials for state agencies; makes public presentations.</p>	<p>Knowledge of: (1) customer service and communications, (2), management, (3) supervision principles, (4) agency policies & procedures for payroll preparation & administration*, (5) government structure & process*; (6) accounting practices related to payroll; (7) assessment methods. Skill in: (8) processing payroll using PeopleSoft HCM functions; (9) operation of personal computer & related software (e.g., MS Word, Excel including writing formulas, Access) & accounting applications; (10) use of Web-based applications (e.g., HCM, FIN, ISQL, PS Query, &/or Cognos). Ability to: (11) deal with a variety of variables impacting development of OAKS PeopleSoft HCM/Payroll functions & determining specific action to be taken; (12) calculate fractions, decimals, & percentages; (13) handle sensitive inquiries & resolve complaints from internal and external customers; (14) maintain accurate records; (15) sort items into categories according to established methods; (16) define problems, establish facts & draw valid conclusions; (17) interpret legal documents; communicate effectively in writing and verbally; (18) complete assignments accurately & within strict time constraints; (19) respond to payroll emergencies 24X7; (20) carry cell phone; (21) obtain & maintain valid Ohio driver's license.</p> <p>*developed after employment</p>

POSITION NUMBER 20005857 (23108.0)
 JOB CODE TITLE Management Analyst Supervisor I
 JOB CODE NUMBER 63215

AAD 7-12-07 DAY

List Position Numbers and Class Titles of Positions Directly Supervised:

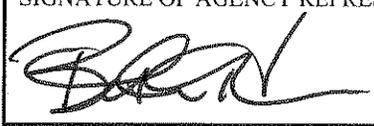
SIGNATURE OF AGENCY REPRESENTATIVE

DATE



6/26/07

POSITION DESCRIPTION	OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES	AGENCY Department of Administrative Services
		DIVISION OR INSTITUTION Human Resources
		UNIT OR OFFICE Payroll Administration

POSITION NUMBER 20005857 (23108.0)	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Change		County of Employment Franklin	
	USUAL WORKING TITLE OF POSITION HCM Team Supervisor	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005878 (23350.0) HCM Payroll Time & Labor Team Manager		
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m. & subject to overtime/call back 24X7			Page 2 of 2
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Minimum Acceptable Characteristics	
	30	Provides training support for agency personnel; maintains HRD lab support by providing agencies with the knowledge to complete & correct payroll errors; maintains changes in payroll/garnishment procedures & newly mandated payroll/garnishment requirements; provides input for programming change requests; ensures creation of payroll deduction deposit data, error, reconciliation & payment reports, & data files; ensures preparation of special reports (e.g., quarterly employment reports, annual retirement reports, quarterly workers compensation reports, ad hoc reporting as needed); creates data files & reports for bond reporting to state agencies & U.S. Department of Treasury.	Knowledge of 1, 2, 3, 4*, 5* 6. Skills in 8, 9, 10. Ability to 11, 12, 13, 14, 15, 16, 17, 18, 19, 20.	
	10	Completes performance evaluations, develops training, & monitors completed work of staff to ensure accuracy & consistency with established policies, procedures & guidelines; performs other duties related to payroll communications & customer service as assigned; provides training support: maintains close contact with assigned agencies to ensure proper level of training & knowledge of state payroll system; meets with agency payroll staff to assist with their training needs; assists with development of state payroll system training modules for courses, seminars, & workshops; develops & makes presentations at Human Resource Conferences.	Knowledge of 1, 3, 4*, 5*, (22) training techniques. Skills in 9. Ability to 12.	
		May require travel & overtime. Works as essential employee subject to emergency recall.	*developed after employment	
	List Position Numbers and Class Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 6/21/07	

HPD 1-17-07 609