

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Service- DAS302250
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE HCM Payroll Time & Labor	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005857 (23108.0)	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION HCM Payroll Processing Supervisor		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005878 (23350.0) HCM Payroll Time & Labor Team Manager	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m. & subject to overtime/call back 24X7			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	60	<p>Supervises state payroll specialists in Human Resources Division (HRD) Payroll Support Unit responsible for processing payroll for all departments, institutions, boards, & 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; runs PeopleSoft queries in OAKS; reviews all payroll enhancement requests & 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 & writing of training materials for state agencies; makes public presentations.</p>	<p>Knowledge of: (1) customer service & 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 (e.g., assessing garnishment orders, & off-cycle warrants/manual pays) & determining specific action to be taken; (12) calculate fractions, decimals, & percentages; (13) handle sensitive inquiries & resolve complaints from internal & 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 & 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>	
	List Position Numbers and Class Titles of Positions Directly Supervised: State Payroll Specialist 1 - 20005877, 20005919, 20005876, 20005879 20005881, 20005961		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 3/5/09
	JOB CODE 16525		JOB CODE TITLE State Payroll Specialist Supervisor	

ADD 3/13/09 WRS

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	JOB DESCRIPTION AND WORKER CHARACTERISTICS				
	%	Job Duties in Order of Importance			Knowledge, Skills & Abilities
	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 review & approve off-cycle warrants; creates data files & reports for bond reporting to state agencies & U.S. Department of Treasury.			Knowledge of 1, 2, 3, 4*, 5* 6. Skill 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. Skill in 9. Ability to 12.
	May require travel & overtime. Works as essential employee subject to emergency recall.				
	List Position Numbers and Class Titles of Positions Directly Supervised: State Payroll Specialist I - 20005877, 20005919, 20005876, 20005879 20005881, 20005961			SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 3/15/09		