

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative
ServiceDAS302245

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
State HR Operations

COUNTY OF EMPLOYMENT
Franklin

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: HCM Payroll Processing Supervisor POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005878 HCM Manager

Permanent Classified Overtime: Eligible Exempt Bargaining Unit
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: Page 2 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 |
|----|--|--|
| 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. May require travel & overtime. Works as essential employee subject to emergency recall. | Knowledge of 1, 3, 4*, 5*. (22) training techniques. Skill in 9. Ability to 12. *developed after employment |

POSITION NUMBER
20005857

JOB CODE TITLE
State Payroll Specialist Supervisor

Appd 3/15/12 Bno

JOB CODE
16525

List Position Numbers and Class Titles of Positions Directly Supervised:

State Payroll Specialist I - 20005875, 20005877, 20005879, 20005919, 20005961

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

3/15/12