

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Human Resources

UNIT OR OFFICE  
HCM – Payroll Time & Labor

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

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	<p>Supervises Payroll Support Unit responsible for processing garnishments for all departments, institutions, boards, and commissions; ensures reliability of state payroll; serves as backup for payroll 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 &amp; jobs used in processing payroll; monitors payroll support function; recommends &amp; implements modifications &amp; 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 &amp; processes customer inquiries &amp; provides answers to questions regarding HCM OAKS information; assists in developing policies &amp; procedures regarding payroll functions; makes recommendations on alternative activities with other units within HCM OAKS support unit &amp; serves as liaison with state agencies on payroll related issues; ensures accuracy &amp; conformity with laws, administrative code, union contracts, policies, rules, &amp; guidelines; coordinates with agencies to resolve any problems or questions concerning payrolls; resolves payroll errors &amp; 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 &amp; procedures for payroll preparation &amp; administration*, (5) government structure &amp; process*; (6) accounting practices related to payroll; (7) assessment methods. Skill in: (8) processing payroll using PeopleSoft HCM functions; (9) operation of personal computer &amp; related software (e.g., MS Word, Excel including writing formulas, Access) &amp; accounting applications; (10) use of Web-based applications (e.g., HCM, FIN, ISQL, PS Query, &amp;/or Cognos). Ability to: (11) deal with a variety of variables impacting development of OAKS PeopleSoft HCM/Payroll functions &amp; determining specific action to be taken; (12) calculate fractions, decimals, &amp; percentages; (13) handle sensitive inquiries &amp; 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 &amp; draw valid conclusions; (17) interpret legal documents; communicate effectively in writing and verbally; (18) complete assignments accurately &amp; within strict time constraints; (19) respond to payroll emergencies 24X7; (20) carry cell phone; (21) obtain &amp; maintain valid Ohio driver's license.</p> <p>*developed after employment</p>

List Position Numbers and Class Titles of Positions Directly Supervised:  
20005872 State Pay Spec. 1  
20005883 State Pay Spec. 1  
20072471 State Pay Spec. 1

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Mitchell L. Bailey*

11.03.08

POSITION NUMBER  
20005863 (23122.0)

JOB CODE TITLE  
Management Analyst Supervisor 1

JOB CODE NUMBER  
63215

APD 11-12-08

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30	<p>Provides training support for agency personnel; maintains HRD lab support by providing agencies with the knowledge to complete &amp; correct payroll errors; maintains changes in payroll/garnishment procedures &amp; newly mandated payroll/garnishment requirements; provides input for programming change requests; ensures creation of payroll deduction deposit data, error, reconciliation &amp; payment reports, &amp; 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 &amp; reports for bond reporting to state agencies &amp; U.S. Department of Treasury.</p>	<p>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.</p>
10	<p>Completes performance evaluations, develops training, &amp; monitors completed work of staff to ensure accuracy &amp; consistency with established policies, procedures &amp; guidelines; performs other duties related to payroll communications &amp; customer service as assigned; provides training support; maintains close contact with assigned agencies to ensure proper level of training &amp; 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, &amp; workshops; develops &amp; makes presentations at Human Resource Conferences.</p> <p>May require travel &amp; overtime. Works as essential employee subject to emergency recall.</p>	<p>Knowledge of 1, 3, 4*, 5*, (22) training techniques. Skills in 9. Ability to 12.</p> <p>*developed after employment</p>

POSITION NUMBER  
20005863 (23122.0)

JOB CODE TITLE  
Management Analyst Supervisor 1

JOB CODE NUMBER  
63215

APD 11-12-08

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SIGNATURE OF AGENCY REPRESENTATIVE



DATE

11.13.08