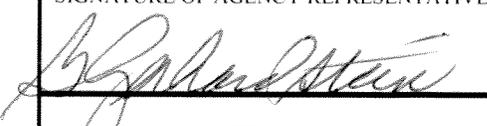


POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative ServiceDAS302245
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE State HR Operations	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005863 JOB CODE TITLE State Payroll Specialist Supervisor Appd 3/15/12 BMD	<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 HCM Payroll Garnishment Supervisor		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005878 HCM 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 type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 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

JOB CODE 16525	List Position Numbers and Class Titles of Positions Directly Supervised: State Payroll Specialist I - 20005872, 20005883, 20072471	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 3/15/12
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