100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS302245

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources	State HR Operations	Franklin

POSITION NUMBER 20005872

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
State Payroll Specialist – Time & Labor	20005863 State Payroll Specialist Supervisor

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 Page 1 of 3

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 pm

JOB TITLE: State Payroll Specialist 1

JOB CODE: 16521

Appd 6/11/10 BMD

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Assists in managing computer programs, & computer data used in processing payroll, deductions, W-2 forms, reports & other payroll subsystems: member of State HR Operations unit with responsibility for utilizing Ohio Administrative Knowledge System (OAKS), running on PeopleSoft, Enterprise Resource Planning (ERP), Human Capital Management (HCM) module: acts as liaison to OAKS for Human Resources Division (HRD) Office of Payroll Administration; provides functional advice & guidance in coordinating & maintaining the OAKS HCM/Payroll System (e.g., Payroll, Time & Labor,) in processing payrolls from assigned agencies, institutions, boards & commissions; monitors, reviews, & assists agencies in processing employee wages, deductions, taxes & attachments; 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 and exceptions; finalizes agency payrolls; responds to payroll emergencies which may require standby, overtime or call back; may be required to carry cell phone; may be required to operate motor vehicle for travel to other locations within the state to resolve payroll issues.	Knowledge of (1) human relations; (2) office practices & procedures in maintaining payroll documentation files; (3) federal payroll regulations; (4) Ohio & local payroll regulations; (5) state payroll policies & procedures*; (6) accounting practices related to payroll; Skill in (7) processing payroll using PeopleSoft HCM functions; (8) operation of personal computer & related software (e.g., MS Word, Excel including writing formulas, Access) & accounting applications; (9) use of web-based applications (e.g., HCM, FIN, ISQL, PS Query, &/or Cognos); Ability to (10) deal with a variety of variables impacting development of OAKS PeopleSoft Human Capital Management/Payroll functions & determining specific action to be taken; (11) calculate fractions, decimals, & percentages; (12) handle sensitive inquiries & resolve complaints from internal and external customers; (13) maintain accurate records; (14) sort items into categories according to established methods; (15) define problems, establish facts & draw valid conclusions; (16) interpret legal documents; (17) complete assignments accurately & within strict time constraints; (18) respond to payroll emergencies 24X7; (19) carry cell phone; (20) obtain & maintain valid Ohio driver's license. * developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	6/11/10

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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 pm

JOB TITLE State Payroll Specialist 1

JOB CODE 16521

Appd 6/11/10 Bus

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Serves as HRD contact for agency personnel who have employees that have been paid incorrectly: generates & coordinates issuance of off-cycle checks; responds to questions about processing requests; coordinates recovery of direct deposits; submits Reversals to Auditor of State upon agency request; monitors returns initiated by receiving bank; maintains supporting documentation; reverses incorrect payroll warrants; re-issues payroll warrants and advices; issues refunds; ensures proper calculation of attachments & deductions; researches & identifies system inefficiencies &/or defects; initiates System Investigation Request (SIRS) &/or Change Request (CR) documentation as needed; escalates issues with management for resolution.	Knowledge of 1, 2, 3, 4*, 5* 6, (21) bookkeeping; (22) CRM tool; Skills in 7, 8, 9 Ability to 10, 11, 12, 13, 15, 16, 17, 18, 19, 20
10	Provides payroll support as assigned: monitors batch schedules & jobs used in processing payrolls, deductions, & earnings records; test simple to moderate modifications to OAKS to accommodate payroll upgrades, 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; maintains proficiency in payroll applications used to support payroll processing by attending mandatory & elective training courses &/or seminars; represents agency in developing &/or making presentations at conferences/meetings.	Knowledge of 5*, (23) online processing & report creation; Skill in 7, 8, 9 Ability to 12, 14, 18, 19, 20.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 pm

JOB TITLE State Payroll Specialist 1

JOB CODE 16521

Appd 6/11/10 BMS

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
5	Provides training support for agency personnel: maintains close contact with assigned agencies to ensure proper level of training & knowledge of PeopleSoft HCM; meets with agency payroll staff to assist with their training needs; assists state payroll system training team with module courses, seminars, & workshops.	Knowledge of 1, 3, 4*, 5*, 24 Skills in 7, 8, 9 Ability to 10, 12, 13, 18.
		Position Specific Minimum Qualifications 12 mos. exp. or 12 mos. trg. processing payroll using PeopleSoft HCM functions.
	Works as essential employee.	* developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: [signature]

DATE: 6/11/10