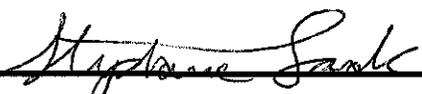


POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS302245
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE State HR Operations	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005872 JOB TITLE State Payroll Specialist 2 JOB CODE 16522 <i>Copied 7.5.13 ALC</i>	<input checked="" 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 State Payroll Specialist – Time & Labor		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 Page 2 of 3
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am TO: 5:00 pm			
	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 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, 7, (23) bookkeeping; (24) CRM tool; Skills in 8, 9, 10 Ability to 11, 12, 13, 14, 16, 17, 18, 19, 20, 21	
	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); 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*, (24) online processing & report creation; Skill in 8, 9, 10 Ability to 13, 15, 19, 20, 21.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7-5-13

