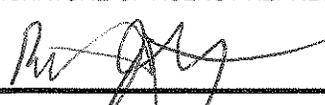


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|--|------------------------------------|----------------------------------|
| POSITION DESCRIPTION | | AGENCY/DEPT ID DAS/DAS302280 |
| DIVISION OR INSTITUTION Human Resources | UNIT OR OFFICE HCM OAKS Support | COUNTY OF EMPLOYMENT Franklin |

| | | | | |
|--|--|--|---|------------------------------------|
| POSITION NUMBER 20005874 | <input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update | | Position Hyperlinked to <input type="checkbox"/> | |
| | | | | Agency Organizational Tree |
| | USUAL WORKING TITLE OF POSITION State Payroll Specialist 2 | | POSITION NO. & TITLE OF IMMEDIATE SUPERVISOR 20005869 Management Analyst Supervisor 2 | |
| | <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 checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type: | Bargaining Unit Page 1 of 2 |
| NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m. subject to overtime/ callback/ 24 x 7 | | | | |

| JOB DESCRIPTION & WORKER CHARACTERISTICS | | |
|--|--|---|
| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
| 40 | Develops & initiates training, for new processes, new personnel, to ensure consistency with established policies, procedures, & guidelines; provides input to the manager for policy & procedural issues to maintain compliance with rules, directives, & statutes; recommends processing modifications & new procedures to correct problems, achieve greater efficiencies & in response to new requirements in processing & accounting for pay funds; assists in developing strategies in response to internal & external initiatives & requirements; assists in developing implementation strategies; assists supervisor in ensuring proper accountability of State Payroll Accounts; completes the transmission of funds from OAKS HCM to FIN; reviews fund balances, researches discrepancies, & resolves outstanding reconciling items between the two components of OAKS allowing these funds to accurately post to General Ledger; completes receipt of these funds into Fund 124 & the Pay Agency Accounts; runs queries & to resolve outstanding balances & breakdown accounting structure of these funds; ensures receipt of these funds via Direct Journals by accepting lock box transactions & completing deposit breakdown within OAKS HCM; receives, logs, & accounts for deposits from external sources (e.g. COBRA, direct payments for health insurance, & buy backs.) | Knowledge of: (1) payroll accounting (2), office practices & procedures, (3) public relations, (4) government structure & process*. Skill in: (5) operation of a personal computer & related software (e.g., MS word, Excel, Access, & accounting applications (e.g., PeopleSoft)). Ability to: (6) define problems, collect data, establish facts, draw valid conclusion & initiate solutions; (7) deal with a variety of variables in somewhat unfamiliar context, (8) use proper research methods to gather, collate & classify information; (9) handle sensitive inquiries from & contacts with officials & general public. |
| 25 | Disburses funds from Fund 124 & Pay Agency Accounts; reconciles payment reports; creates purchase orders for encumbering funds for state benefit contracts & controlling board actions; initiate daily, bi-weekly, & monthly payments within OAKS FIN for health insurance providers & employee deductions; initiates payments to physicians & consultants from Pay Agency Accounts; ensures that payment reports are provided to support all payments; oversees correcting of missing HR data from Ohio Public Employee Retirement System (OPERS) transmission of regular employee contributions, payment of retirement contributions to four retirement systems; receives, reconciles & process refunds from retirement systems, authorize refunding of retirement through Payroll Support; billing agencies for refunds not returned from retirement systems, receipt of documentation, breakdowns, & posting large contribution supplemental retirement, processing of transfers between retirement systems, correcting transmission errors, reconciling | Knowledge of: 1, 2, 3, 4*. Skills in: 5. Ability to: 6, 7, 8, & 9. *developed after employment |
| List Position Numbers & Job Titles of Positions Directly Supervised: | | SIGNATURE OF AGENCY REPRESENTATIVE  |
| | | DATE 1-20-10 |

JOB CODE
16522
 JOB CODE TITLE
State Payroll Specialist 2
 ADD 1-26-10 *WBS*

| | | |
|--|------------------------------------|----------------------------------|
| POSITION DESCRIPTION | | AGENCY/DEPT ID DAS/DAS302280 |
| DIVISION OR INSTITUTION Human Resources | UNIT OR OFFICE HCM OAKS Support | COUNTY OF EMPLOYMENT Franklin |

| | | | | |
|--|--|---|--|------------------------------------|
| POSITION NUMBER 20005874 JOB CODE TITLE State Payroll Specialist 2 JOB CODE 16522 | <input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update | | Position Hyperlinked to <input type="checkbox"/> | |
| | | | Agency Organizational Tree | |
| | USUAL WORKING TITLE OF POSITION State Payroll Specialist 2 | | POSITION NO. & TITLE OF IMMEDIATE SUPERVISOR 20005869 Management Analyst Supervisor 2 | |
| | <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent | <input type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential | Overtime: <input type="checkbox"/> Eligible <input 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/ callback/ 24 x 7 | | | |
| | JOB DESCRIPTION & WORKER CHARACTERISTICS | | | |
| | % | Job Duties in Order of Importance | Knowledge, Skills & Abilities | |
| | 30 | payments, & posting deductions for purchase of retirement service credit; processes re-writes for withholdings, deductions, benefits, & garnishments; resolves voided warrant issues; creates new vendors in OAKS HCM updating file with vendor & banking information. | Knowledge of: 1, 2, 3, 4*. Skills in: 5. Ability to: 6, 7, 8, & 9. | |
| | 5 | Prepares annual employee wage reports (W-2s); posts non-cash taxable benefits on a bi-weekly/monthly basis; performs quarterly & annual reconciliation of all reported data; assists in preparation of quarterly & annual federal & State 941s; prepares W-2 file for printing & coordinates distribution of employee W-2s; prepares duplicate W-2s for employees; prepares W-2Cs & 941Cs; coordinates submission of W-2 file to Social Security Administration; manages locality taxes (e.g., reconciling taxes, preparing reports, disbursing payments, resolving discrepancies with localities); accounts for funds deducted or withheld on payroll; maintains Pay Agency & F124 Cash Journals; reconciles Fund 124 & PAY Agency funds to general ledger; monitors deduction code balances in general ledger & reconciles any accounts with unexplained balances; creates & reconciles monthly reports for all pay funds; monitors balances & reconciling items in agency payroll liability accounts; assists Business Office & Internal Auditors with reviews & inquires; participates in annual GAAP & SWCAP reports; runs HCM & Cognos queries as necessary to resolve reconciliation issues (e.g., deposits payments & fiscal reports). | | |
| | | Other duties as assigned; initiates & responds to Customer Relationship Management (CRM) tickets for the payroll accounting unit works as essential employee | Knowledge of: 1, 2, 3, 4*. Skills in: 5. Ability to: 6, 7, 8, & 9. | |
| | | *developed after employment | | |
| List Position Numbers & Job Titles of Positions Directly Supervised: | | SIGNATURE OF AGENCY REPRESENTATIVE | DATE | |
| | |  | 1-20-10 | |