100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources	PAY Fiscal	Franklin

POSITION NUMBER 20005876

JOB TITLE Fiscal Officer 1

JOB CODE 66535

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Fiscal Officer	See Table of Organization

☒ 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 a.m. TO: 5:00 pm

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
45	Manages all fiscal activities for the state retirement systems (Public Employees Retirement System (OPERS); State Teachers Retirement System (STRS); Highway Patrol Retirement System (HPRS) for the Department of Administrative Services (DAS), Human Resources Division (HRD), PAY Fiscal unit: supervises reconciling payroll vendor payments from HCM to Financial Module (FIN) for four different pay cycles to verify vendor payments; oversees special payments to four retirement systems for transfers between retirement systems; acts as statewide contact for employee settlements, calculations, communication & collaboration with agency HR representatives; assures deductions are posted & reconciles payment report for purchase of retirement service credits; reviews current processes for purchase service credit & recommends process improvements for streamlining all retirement system payments, refunds & adjustments; analyzes retirement system payment processes for detection of errors & to reduce penalties; monitors information sent to retirement systems; reviews & approves annual report for State Teachers Retirement System; queries, monitors & verifies accurate billing of retirement systems for refunds for each pay cycle; manages the creation & reconciliation of data files sent to all retirement systems; validates & runs queries to produce reports for vendors & reconciling purposes; oversees reconciliation of employee & agency shares of PERS refunds; manages receipts & disbursement of all funds.	Knowledge of: (1) Generally Accepted Accounting Principles (GAAP); (2) payroll accounting; (3) office practices & procedures; (4) public relations; (5) government structure & process*; (6) supervisory principles. Skill in: (7) operation of a personal computer & related software (e.g., MS Word, Excel, Access & accounting applications (e.g., PeopleSoft). Ability to: (8) define problems, collect data, establish facts, draw valid conclusion & initiate solutions; (9) deal with a variety of variables in somewhat unfamiliar context; (10) use proper research methods to gather, collate & classify information; (11) handle sensitive inquiries from & contacts with officials & general public; (12) establish friendly atmosphere as supervisor.

Appd 9.24.14 AC

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
See Table of Organization	Kevin Milstead	10/2/14

100-000U

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POSITION NUMBER 20005876

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Fiscal Officer 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: See Table of Organization

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 14

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

JOB TITLE Fiscal Officer 1

JOB CODE 66535

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Manages Consolidated Omnibus Budget Reconciliation Act (COBRA) financial revenue collection process including reconciliation of Treasurer of State (TOS) deposits to Ohio Administrative Knowledge System (OAKS) Human Capital Management (HCM) and to OAKS Financial (FIN), validates IRS 941 premium subsidy, validates health plan allocations & monitors fund reporting process; manages Direct Benefits pay & recovery revenue collection process, including reconciliation of TOS deposits to OAKS HCM and to OAKS FIN, validates IRS 941 premium subsidy, validates health plan allocations & monitors fund reporting process; acts as PAY Fiscal Benefits Administration Services (BAS) liaison; ensures all plan changes, funding, mechanics, purchase orders & all other fiscal needs are implemented timely; manages & approves the vendor payment process for all medical, dental, vision, prescription, mental health, disability, life & take charge live well payments; reviews & approves Agency Inter-State Transfer Vouchers (ISTV) communication & approval for all billings to & from agencies for payroll & benefit related transfers.	Knowledge of: 1; 2; 3; 4; 5*; 6. Skills in: 7. Ability to: 8; 9; 10; 11; 12.
15	Manages Employee Development Fund (EDF) tuition & education reimbursement program & oversees day to day operation of EDF : acts as a liaison between administrator & staff (transmits decisions & directives; monitors work progress on time sensitive & special projects) responds to programmatic issues & needs; formulates & coordinates implementation of policies & procedures; assesses the effectiveness of programs & makes recommendations for improvements; ensures compliance with applicable laws, rules & collective bargaining agreements, research, reconcile & develop reports.	Knowledge of: 3, 4, 5, 5*, 6 Skills in: 7. Ability to: 8, 9, 10, 11, 12 *developed after employment

Rpd 9.20.14 AC

List Position Numbers & Job Titles of Positions Directly Supervised:
See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE: Kevin Mulstead

DATE: 10/2/14

100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources	PAY Fiscal	Franklin

POSITION NUMBER 20005876

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Fiscal Officer 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: See Table of Organization

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 14

Page 3 of 3

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

JOB TITLE Fiscal Officer 1

JOB CODE 66535

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
10	Acts on behalf of manager during absence to manage daily activities of PAY Fiscal (e.g. Federal Social Security Administrator responsibilities; IRS relationship management; coordination with Finance, Office of Budget & Management, State Accounting & Treasurer's office);attends meetings are required.	Knowledge of: 1, 2, 3, 4, 5*, 6 Skill in: 7 Ability to: 8, 9, 10, 11, 12
10	supervises lower-level staff (e.g., approves/disapproves leave, initiates discipline; interviews applicants & recommends staff for hire; completes performance evaluations; monitors completed work of staff to ensure accuracy & consistency with established DAS policies, procedures & guidelines);	Knowledge of: 3, 4, 5*, 6 Skill in: 7 Ability to: 8, 9, 10, 11, 12

List Position Numbers & Job Titles of Positions Directly Supervised:
See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE: [signature]

DATE: 10/2/14