

# 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  
20005877

Reclassification       New Position       Update      Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
State Payroll Specialist – Time & Labor

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
SEE TABLE OF ORGANIZATION

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified

Overtime:  Eligible     Exempt

Bargaining Unit 14

If FLSA Exempt, exemption type:

Page 1 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
60	<p>Assists in managing computer programs, &amp; computer data used in processing payroll, deductions, W-2 forms, reports &amp; other payroll sub-systems: 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 &amp; guidance in coordinating &amp; maintaining the OAKS HCM/Payroll System (e.g., Payroll, Time &amp; Labor,) in processing payrolls from assigned agencies, institutions, boards &amp; commissions; monitors, reviews, &amp; assists agencies in processing employee wages, deductions, taxes &amp; attachments; ensures accuracy &amp; conformity with laws, administrative code, union contracts, policies, rules, &amp; 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.</p>	<p>Knowledge of (1) human relations; (2) office practices &amp; procedures in maintaining payroll documentation files; (3) federal payroll regulations; (4) Ohio &amp; local payroll regulations; (5) state payroll policies &amp; procedures*; (6) accounting practices related to payroll; Skill in (7) processing payroll using PeopleSoft HCM functions; (8) operation of personal computer &amp; related software (e.g., MS Word, Excel including writing formulas, Access) &amp; accounting applications; (9) use of web-based applications (e.g., HCM, FIN, ISQL, PS Query, &amp;/or Cognos); Ability to (10) deal with a variety of variables impacting development of OAKS PeopleSoft Human Capital Management/Payroll functions &amp; determining specific action to be taken; (11) calculate fractions, decimals, &amp; percentages; (12) handle sensitive inquiries &amp; 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 &amp; draw valid conclusions; (16) interpret legal documents; (17) complete assignments accurately &amp; within strict time constraints; (18) respond to payroll emergencies 24X7; (19) carry cell phone; (20) obtain &amp; maintain valid Ohio driver's license.</p> <p>* developed after employment</p>

JOB TITLE  
State Payroll Specialist 1

JOB CODE  
16521  
*Agpd 8-12-13 AC*

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*[Signature]*

8-12-13

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Bargaining Unit 14  
Page 2 of 3

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## 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.

JOB TITLE  
State Payroll Specialist 1

JOB CODE  
16524  
*8-12-13 AC*

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Ken Sarske*

8-12-13

