

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

POSITION NUMBER 20005878  JOB TITLE Administrative Assistant 4  JOB CODE 63124  <i>App'd 6/11/10 BMD</i>	<input 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 HCM Payroll/Time & Labor Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005849 Human Capital Management Administrator 1	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" 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 call back 24 X 7			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
60	On behalf of the Deputy Director of Human Resource Division (HRD) Deputy Director & in conjunction with Policy Development, Human Capital Management (HCM) Support Center & Department of Administrative Services (DAS) Finance, plans, directs, formulates, deploys & promotes statewide payroll policies; manages payroll support & supervises Payroll Supervisors responsible for processing payroll for all departments, institutions, boards & commissions; ensures reliability of state payroll; serves as liaison between DAS HRD Policy and DAS Legal for all HCM Payroll related functions; coordinates W2 calculation, preparation & delivery; provides guidance & assistance to agencies regarding payroll policy issues; researches, develops & recommends best practices for payroll integrity; reviews tax filings on behalf of the State to ensure compliance; reviews reconciliation reports monthly; responsible for SAS 70 & all internal audits; maintains DAS HRD State Payroll letters; performs monthly payroll compliance audits by using PeopleSoft queries & COGNOS; responsible for testing configuration changes in OAKS; maintains & develops PeopleSoft queries in OAKS; responsible for state payroll; reviews all payroll enhancement requests & makes recommendations for changes; monitors payroll support function; recommends & implements modifications & new procedures required to correct problems, resolves issues & eliminates obstacles to implement business process improvements for payroll; researches difficult inquiries, researches, investigates & processes customer inquiries & provides answers to questions regarding HCM Ohio Administrative Knowledge System (OAKS) information; develops policies & procedures regarding payroll functions; makes recommendations on alternative activities with other units within HCM OAKS support unit & serves as liaison with state agencies on payroll related issues; develops & writes payroll procedure & memos; monitors timeliness & quality of responses; assists with development & writing of training materials for state agencies; makes public presentations; develops & writes policies & procedures for agency & employee payroll programs; oversees preparation & revision of payroll materials to agencies & employees.	Knowledge of: (1) business processes & management; (2) supervision; (3) office practices & procedures; (4) public relations/customer service techniques & practices; (5) state employee benefit, payroll, and human resources programs (e.g., payroll functions, human resources rules, health & life, applicable benefit laws & rules, collective bargaining contracts governing state employee benefits, dependent care/child care voucher program)*. Skill in: (6) operation of a personal computer & associated hardware (e.g., printer, keyboard) & software (e.g., MS Word, Excel, PowerPoint, People Soft - PS). Ability to: (7) gather relevant data to discuss nature of inquiry/complaint; (8) conduct necessary research/retrieval of data & provide appropriate response verbally &/or in writing or refer customer to appropriate staff member; (9) prepare complex & sensitive correspondence in response to inquiries; (10) handle complex & sensitive inquiries from & contacts with state employees, state agencies, insurance carriers & third-party administrators & general public; (11) prepare meaningful, concise & accurate reports; (12) define problems, collect data, establish facts & draw valid conclusions; (13) establish friendly atmosphere as administrator of section; (14) prepare & deliver speeches before specialized audiences & general public.  *developed after employment		
List Position Numbers & Job Titles of Positions Directly Supervised: State Payroll Specialist Supervisor: 20005863; 20005857		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6/11/10	

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	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
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40	Coordinates HCM Payroll activities for HRD & serves as Payroll OAKS advisor to HCM Administrator; develops processes to monitor, track & review proposed system changes that impact HRD & HCM policies & procedures; identifies policies & rules to be developed &/or revised; presents payroll changes & provides guidance at HCM user groups & other meetings & conferences; maintains weekly HCM Payroll Balance Scorecard & communicates improvements between agencies; reviews proposed contracts to ensure functional capabilities exist; conducts research on sensitive, confidential & innovative issues (e.g., obtains internal & external customer input; develops business processes to include recommended alternative approaches to human resources management & collective bargaining & pertinent cost analysis & develops & implements related policies); works with HRD Training unit to develop Statewide OAKS training programs; performs other related duties: conducts research; oversees special projects; prepares required administrative & confidential reports, forms & correspondence (e.g., policy statements & OAKS activity reports) related to HCM matters; attends meetings, seminars, & classes to keep current on changes in laws, rules & procedures affecting human resources; conducts staff meeting to apprise section supervisors of goals, expectations & time constraints.	Knowledge of: 1; 2; 3. Skill in: 6. Ability to: 7; 8; 9; 10; 11; 12; 13; 14.		
	Works as essential employee subject to emergency recall.	*developed after employment		
JOB CODE 63124	JOB TITLE Administrative Assistant 4	List Position Numbers & Job Titles of Positions Directly Supervised: State Payroll Specialist Supervisor: 20005863; 20005857		
		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6/11/10	