

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
HCM- Payroll Time & Labor

POSITION NUMBER
20005961 (29210-0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
St Payroll Spec 1 - Payroll Time & Labor

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005857(23352.0) Management Analyst Supervisor 1

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m. & subject to overtime/call back 24X7

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	<p>Assists in managing computer programs, & computer data used in processing payroll, deductions, W-2 forms, garnishments, time & labor exceptions, reports & other payroll sub-systems: member of Human Capital Management (HCM) Payroll Support Team in Payroll Support Unit with responsibility for utilizing Ohio Administrative Knowledge System (OAKS), running on PeopleSoft, Enterprise Resource Planning (ERP), HCM module: acts as liaison to OAKS for Human Resources Division (HRD) HCM Support Unit; provides functional advice & guidance in coordinating & maintaining the OAKS HCM/Payroll System (e.g., Payroll, Garnishments & Time & Labor,) in processing payrolls from assigned agencies, institutions, boards & commissions; monitors, reviews, & assists agencies in processing employee wages, deductions, taxes & attachments; ensures accuracy & conformity with laws, administrative code, union contracts, policies, rules, & guidelines; coordinates with agencies to resolve any problems or questions concerning payrolls; resolves payroll errors & 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 & procedures in maintaining payroll documentation files; (3) federal payroll regulations; (4) Ohio & local payroll regulations; (5) state payroll policies & procedures*; (6) accounting practices related to payroll.</p> <p>Skill in: (7) processing payroll using PeopleSoft HCM functions; (8) operation of personal computer & related software (e.g., MS Word, Excel including writing formulas, Access & accounting applications); (9) use of web-based applications (e.g., HCM, FIN, ISQL, PS Query, &/or Cognos).</p> <p>Ability to: (10) deal with a variety of variables impacting development of OAKS PeopleSoft Human Capital Management/Payroll functions & determining specific action to be taken; (11) calculate fractions, decimals, & percentages; (12) handle sensitive inquiries & resolve complaints from internal & external customers; (13) maintain accurate records; (14) sort items into categories according to established methods; (15) define problems, establish facts & draw valid conclusions; (16) interpret legal documents; (17) complete assignments accurately & within strict time constraints; (18) respond to payroll emergencies 24X7; (19) carry cell phone; (20) obtain & maintain valid Ohio driver's license.</p> <p>* developed after employment</p>

JOB CODE TITLE
State Payroll Specialist 1

JOB CODE
16521

List Position Numbers and Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE
Toni Rose

DATE
11-10-08

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Jonie Rose

11-10-08