100-000R

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS302245

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources	State HR Operations	Franklin

POSITION NUMBER 20072471

☒ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to Agency Organizational Tree ☐

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
State Payroll Specialist – Time & Labor	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 am TO: 5:00 pm

JOB TITLE State Payroll Specialist 2

JOB CODE 16522 Appd 7.5.13 A/a

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Acts as lead worker: provides on the job training, work direction & technical assistance to lower-level State Payroll Specialist in managing computer programs, & computer data used in processing payroll, deductions, W-2 forms, reports & 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 & guidance in coordinating & maintain the OAKS HCM/Payroll System (e.g., Payroll 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 contacts, 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; monitors work activities of lower-level payroll specialist (e.g., provides updates &/or classification on work procedures, recommends adjustments to workloads &/or agency assignments.); provides updates to immediate supervisor regarding operations of the unit (e.g., problematic issues &/or transactions, co-worker performance); in supervisor's absence (e.g., monitor phone calls, escalate & report payroll issues to Payroll Manager); may be required for travel to other locations within the state to resolve payroll issues.	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; (7) lead worker; Skill in (8) processing payroll using PeopleSoft HCM functions; (9) operation of personal computer & related software (e.g., MS Word, Excel including writing formulas, Access) & accounting applications; (10) use of web-based applications (e.g., HCM, FIN, ISQL, PS Query, &/or Cognos); Ability to (11) deal with a variety of variables impacting development of OAKS PeopleSoft Human Capital Management/Payroll functions & determining specific action to be taken; (12) calculate fractions, decimals, & percentages; (13) handle sensitive inquiries & resolve complaints from internal and external customers; (14) maintain accurate records; (15) sort items into categories according to established methods; (16) define problems, establish facts & draw valid conclusions; (17) interpret legal documents; (18) complete assignments accurately & within strict time constraints; (19) respond to payroll emergencies 24X7; (20) carry cell phone; (21) obtain & maintain valid Ohio driver's license. * developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Stephanie Sen	7-5-13

100-000R

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USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
State Payroll Specialist – Time & Labor	SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 Page 2 of 3

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

JOB TITLE State Payroll Specialist 2

JOB CODE 16522

Appd 7.5.13 AC

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 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, 7, (23) bookkeeping; (24) CRM tool; Skills in 8, 9, 10 Ability to 11, 12, 13, 14, 16, 17, 18, 19, 20, 21
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); 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*, (24) online processing & report creation; Skill in 8, 9, 10 Ability to 13, 15, 19, 20, 21.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	7-5-13

100-000R

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Department of Administrative Services
DAS302245

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Human Resources	State HR Operations	Franklin

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State Payroll Specialist – Time & Labor	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 am TO: 5:00 pm

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
5	Provides training support for agency personnel: maintains close contact with assigned agencies to ensure proper level of training & knowledge of PeopleSoft HCM; meets with agency payroll staff to assist with their training needs; assists state payroll system training team with module courses, seminars, & workshops.	Knowledge of 1, 3, 4*, 5*, 24 Skills in 8, 9, 10 Ability to 11, 13, 14, 19.
	Works as essential employee.	

JOB TITLE State Payroll Specialist 2

JOB CODE 16522 Appd 7.5.13 AJC

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Stephen Gore

DATE: 7-5-13