

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Administrative Support Division

UNIT OR OFFICE
Central Service Agency

POSITION NUMBER
20072473

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
HCM Associate

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005445 Fiscal Officer 3

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

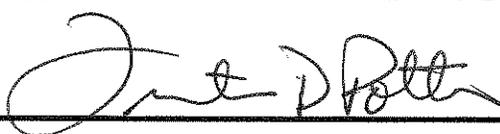
%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
70	Assists Department of Administrative Services (DAS), Central Service Agency (CSA) in administrating benefits program: advises & assists employees in utilizing online self service benefits enrollment application (e.g., provides information regarding benefit plans; assists in resolving health, dental, & vision issues); analyzes & processes CSA bi-weekly payroll for boards & commissions [e.g., verifies all time is entered into the Ohio Administrative Knowledge System (OAKS) accurately; Family Medical Leave (FML) & disability are entered correctly]; calculates payroll adjustments regarding reclassification, promotion, demotion, longevity, step increases, tax withholding, health care & retirement; verifies & computes retroactive pay due to court decisions, errors in prior payrolls or legislation; distributes warrants & direct deposit statements; maintains all payroll record information (e.g., timesheets, payroll certifications, payroll registers, etc.); provides guidance & direction to boards/commission staff regarding entry of information into OAKS (e.g., appropriate TRC usage, leave requests, approval of time).	Knowledge of: (1) state benefit programs relative to health, dental & other state benefits*; (2) state benefits processes & procedures in PeopleSoft HCM Function*; (3) basic accounting principals; (4) state payroll process & procedures in PeopleSoft HCM Function; (5) boards & commissions structure & related Ohio Revised Code sections regarding respective personnel*; (6) basic mathematical calculations, fractions, percentages & decimals; Skill in (7) operation of personal computer & associated software (e.g., MS office, Outlook*, PeopleSoft HCM Function*); (8) use of calculator & office machines (e.g., copier, facsimile, printers). Ability to: (9) deal with a variety of variables impacting development of PeopleSoft Human Capital Management/Payroll functions & determining specific action to be taken; (10) define problems, establish facts & draw valid conclusions; (11) answer routine inquiries from boards & commissions employees, Directors, DAS HRD staff; (12) cooperate with co-workers & boards & commissions on group project; (13) maintain accurate records.
20	Responsible for performing clerical functions (e.g., logs, picks up & distributes mail, Treasurer's office deposits, interoffice materials & correspondence); maintains office supply & ensures supply room is in order; ensures CSA central business area is stocked with necessary supplies for use by staff and customers (e.g., paper for copier, staples, paper clips); assists office staff in providing requested information for auditors (e.g., retrieves requested documentation, copies documents, delivers documents).	Knowledge of 2, 5, (14) inventory control procedures; (15) office practices & procedures Skill in 7, 8 Ability to 11, 12, 13

* developed after employment

List Position Numbers & Job Code Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



7/16/08

JOB CODE TITLE
Human Capital Management Associate
JOB CODE
69911

ADD 7-24-08

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%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
10	Maintains inventory records: utilizing OAKS Asset Management application: runs reports, provides direction to board & commission staff to ensure accurate entries.	Knowledge of 2, 3, 5, 6, (16) OAKS Asset Management System* Skill in 7, 8 Ability to 11, 12, 13 * developed after employment

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20072473

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Human Capital Management Associate

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List Position Numbers & Job Code Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



7-15-08

APD 7-24-08