

<h1 style="margin: 0;">POSITION DESCRIPTION</h1> <p style="text-align: center; margin: 10px 0 0 0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</p>	AGENCY Department of Administrative Services
	DIVISION OR INSTITUTION Administrative Support Division
	UNIT OR OFFICE Office of Finance/Central Service Agency

POSITION NUMBER 20074018	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change	County of Employment Franklin
	USUAL WORKING TITLE OF POSITION CSA Administrative Assistant	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
85	<p>Under general direction of the Central Service Agency (CSA) Manager & Human Resources (HR) Manager, assists in program direction by relieving HR Manager of programmatic areas [e.g., payroll and Personnel Action (PA)] processes: develops & implements policies & operational procedures related to payroll processing; audits CSA board/commissions timesheet codes in Ohio Administrative Knowledge System (OAKS) for error identification (e.g., makes corrections, adjustments, calculates leave balances & adjustments of vacation, sick, personal, use of donated leave, disability, & workers compensation), researches personnel/payroll files to prepare adjustments in pay &/or benefits; uses personal computer to make corrections/adjustments for Ohio Public Employees Retirement System (OPERS); monitors changes from Bargaining Unit to exempt and vice versa; prepares & sends separation packets to terminated employees; distributes Electronic Fund Transfers (EFT) statements, payroll checks & related documents to boards/commissions; completes payroll related forms; posts all employee deductions (e.g., taxes, bonds, address changes, EFT's & credit union), audits payroll to ensure compliance with Fair Labor Standards Act (FLSA), Ohio Revised Code & collective bargaining agreements (e.g., ensure laws governing overtime & compensatory time are in compliance); calculates & posts disability entries; responds to inquiries from employees, Directors, Department of Administrative Services (DAS) Payroll, PERS regarding payroll, benefits, union contract provisions, & Ohio Revised code; processes board/commission payroll; collects time reports & attending documents; communicates with board/commissions for clarification/resolving discrepancies; copies & submits Payroll Certification forms to DAS Payroll; maintains files; provides assistance to board/commissions regarding OAKS system; runs & distributes reports (e.g.,</p> <p>Processes PA's for board members & board/commission staff: receives, reviews, & corrects PA's electronically prior to board director's signature; obtains Governor's Office approval when necessary; enters PA information into OAKS; submits PA's to DAS State Services; maintains internal PA log system (e.g., records receipt date, OAKS entry date, DAS approval date, date copied); provides information & advice to board members & board/commissions regarding PA processing (e.g., justification, effective dates); coordinates advance step placement requests; resolves routine & complex PA issues; provides forms to board members & board/commission boards (electronically &/or hard copy); responds to inquiries regarding PA's from board & DAS staff.</p>	<p>Knowledge of (1) public relations; (2) civil service laws, rules & regulations; (3) agency policies & procedures)*, (4) labor relations; (5) Government structure & process;* (6) OAKS Human Capital Management (HCM) computer system.</p> <p>Skill n use of (7) personal computer; (8) Microsoft Word, Excel, Access.</p> <p>Ability to (9) interpret a variety of technical material online & in books, journals, and manuals; (10) calculate fractions, decimals, and percentages; (11) use proper research methods in gathering data; (12) resolve complaints from employees, other state entities & government officials; (13) handle sensitive inquiries from and contacts with officials and general public; (14) work alone on most tasks; (15) prepare meaningful, concise and accurate reports; (16) maintain accurate records; (17) understand payroll entry procedures; (18) establish facts & draw valid conclusions, (19) gather, collate & classify information about data, people or things.</p> <p>Knowledge of 1, 2, 3*, 4, 5*, 6 Skill in 7, 8. Ability to 9, 10, 13, 14, 16, 18, 19.</p> <p style="text-align: right;">*developed after employment</p>

List Position Numbers & Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8-24-07
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JOB CODE TITLE
 Administrative Assistant 2
 JOB CODE
 63122
 ADD 8-28-07 (1/09)

<h1 style="margin:0;">POSITION DESCRIPTION</h1>	<h2 style="margin:0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</h2>	AGENCY Department of Administrative Services
		DIVISION OR INSTITUTION Administrative Support Division
		UNIT OR OFFICE Office of Finance/Central Service Agency

POSITION NUMBER 20074018	<input checked="" type="checkbox"/> State Agency	<input type="checkbox"/> County Agency	<input type="checkbox"/> New Position	<input checked="" type="checkbox"/> Change	County of Employment Franklin	
	USUAL WORKING TITLE OF POSITION CAS Payroll Assistant		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. Page 2 of 2					
	JOB DESCRIPTION AND WORKER CHARACTERISTICS					
	%	Job Duties in Order of Importance			Minimum Acceptable Characteristics	
	10	Under general direction of CSA Manager: assists in program direction by relieving Manager of programmatic area of budget development & support; assists board directors & CSA fiscal staff with appropriate guidance & information regarding payment & procurement processes in OAKS.			Knowledge of 2, 3*, 4, 5*, 6, (20) budget; (21) accounting. Skill in 7, 8. Ability to 10, 11, 12, 13, 16, 18, 19.	
	5	Coordinates & performs office support activities: requests equipment maintenance; orders equipment & office supplies; accepts deposits from board/commissions for submittal to Treasurer of the State; retrieves & distributes mail (e.g., to & from Rhodes State Officer Tower & Riffe Center); maintains supplies in front office location, etc.			Knowledge of 3*, 5*. Skill in 7, 8. Ability to 14, 16, 18.	
JOB CODE 63122	JOB CODE TITLE Administrative Assistant 2					
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ADD 8-28-07 (VAY)