

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources

UNIT OR OFFICE
Payroll Administration - OAKS

POSITION CONTROL NUMBER
23001.0

CLASS TITLE
Management Analyst Supervisor 1

CLASS NUMBER
63215

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
OAKS Analyst-Intermittent

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
21000.0 Human Resources Manager 4

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	<p>Serves as project team member responsible for the implementation of the statewide Ohio Administrative Knowledge System (OAKS) sponsored by Ohio Department of Administrative Services for Payroll processing. Analyzes & evaluates needs of payroll programs & curriculums; researches resources for future payroll delivery methods & systems; serves as liaison between agency coordinators; meets with project team to write test scripts to verify on line screen data & processes; provides information in development of payroll language and/or processes; ensures documentation for the payroll testing process meets the requirements of new statewide computer system; reviews proposals; develops & implements payroll processing policies & procedures. Works closely with MIS contract team, Human Resources Division (HRD) Payroll Administration staff to ensure accuracy of all payroll screens in computerized payroll system before implementation. Assists in diagnosis & resolution of modifications or configuration changes for possible quick solution to OAKS/HCM Payroll function modules affecting data process.</p>	<p>Knowledge of (1) managing large (i.e., over 800 employees) payroll office; (2) state; federal, local laws & regulations & collective bargaining agreements relating to payroll; (3) public relations; (4) agency policies & procedures for payroll preparation & administration;*(5) computerized payroll system; (6) HRD Payroll Administration policies & procedures*; (7) assessment methods. Skill in (8) operation of a personal computer & associated hardware/software (e.g., MS Office, State Payroll/HR mainframe screens*); (9) proofreading & recognizing errors; (10) organizing & prioritizing work assignments Ability to (11) complete minutely detailed procedures; (12) advise team/employees on a number of subjects related to payroll administration (e.g., state payroll process); (13) accurately interpret laws & regulations; (14) use appropriate research methods; (15) utilize logical thought processes; (16) communicate effectively in writing and verbally.</p>
30	<p>Serves as information source for project team & state agencies; Meets with agency representatives to assess system & testing process: provides feedback; attends required team meetings; prepares reports & keeps records (e.g., testing process); maintains materials as needed. Responds to inquiries regarding payroll process; is cognizant of time lines required to meet implementation deadlines. Apprises team lead of problems &/or concerns of on line screen data. Attends meetings and classes and stays current with software and hardware needed to perform testing processes.</p> <p>Position Overtime Exempt & Unclassified ORC 124.11(A)(29)</p>	<p>Knowledge of 2, 3, 4,* 6, 7 Skill in 8, 9, 10 Ability to 11, 12, 13, 16, (17) maintain accurate records.</p> <p>*developed after employment</p>

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Ashleya Prince Baker

4/19/2006

APD 4-27-06 W