

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
State Payroll Administration

POSITION CONTROL NUMBER
23002.0

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Management Analyst Supervisor 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
23000.0 Data Systems Administrator

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>Under direction of the State Payroll Administrator, serves as agency manager for evaluation & monitoring of operations for state payroll system & formulates & responsibly directs implementation of Ohio Administrative Knowledge System (OAKS) policy: acts as liaison to OAKS for Human Resources Division (HRD) Office of Payroll Administration; provides functional advice & guidance in planning, coordinating, & maintaining the OAKS (PeopleSoft) Human Capital Management (HCM)/Payroll System (e.g., Core Human Resources, Payroll, Time & Labor, & Vendor Payments); assists HRD staff & agency users in using system, plans & directs entire management evaluation & monitoring operation of State Payroll System; coordinates communication between functional & technical areas of system conversion regarding operations, wage attachments, distribution of monies deducted from payroll, COBRA, State Accrued Leave Fund, Disability Leave Fund, Health Care Fund, W-2 processing, U. S. Saving Bond processing, & health care reporting; serves as initial OAKS contact for HR related user questions & HRD concerns; consults with & advises State Payroll Administrator regarding unit operations &/or problems involving all aspect of the Payroll Units; educates users & management in OAKS HCM/Payroll functions, purposes & procedures; completes periodic reports of section activity methodologies needed for effective program assessment of OAKS HCM/Payroll functions, purposes & procedures; evaluates the design & implementation of new deduction programs & responsible for coordinating any testing, training, & communication.</p>	<p>Knowledge of (1) office business & management practices, (2) agency regulations, division work rules, government structure, process & regulations *; (3) workforce development interfacing planning; (4) electronic payroll processing; (5) federal, state, & local payroll regulations (e.g., U.S. Savings Bonds, W-2 processing, taxes, & health care processing)*; (6) state payroll policies & procedures*; (7) employee training & development; (8) PeopleSoft Human Capital Management/Payroll system. Skill in (9) operation of personal computer & related software (e.g., Microsoft Word, Excel & Access), (10) legacy payroll and central accounting systems (e.g., HR2K, Central Accounting System, CICS, & Roscoe)*. 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) define problems, establish facts, & draw valid conclusions; (13) use proper research methods to gather, collate, & classify information about data, people or things; (14) handle sensitive inquires & resolve complaints; (15) understand manuals & verbal instructions technical in nature; (16) prepare meaningful, concise & accurate reports.</p> <p>*developed after employment</p>

CLASS TITLE
Management Analyst Supervisor 2

CLASS NUMBER
63216

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Tom Parks

4/24/12

APD 5-1-06 YIK

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15	Assist Benefits Administration staff with proper & efficient utilization of the OAKS system: assists in understanding OAKS HCM/Payroll functions; diagnoses & resolves simple to moderate problems; requests queries & updates on benefits (e.g., data concerning employees' participation in: Benefits Open Enrollment; Depend Care Spending Accounts; Health Care Spending Accounts); responsible for full life cycle implementation of new functionality.	Knowledge of 1, 2*, 3, 5*, 7, 8. Skill in 9, 10 Ability to 11, 12, 13, 14.
15	Evaluates OAKS HCM/Payroll systems, hardware & software systems & recommends changes as indicated (e.g., assists in diagnosis & resolution of modifications or configuration changes for possible quick solution to OAKS HCM/Payroll function modules affecting data process not resolved thru normal help desk escalation): performs related duties as required (e.g., serves as backup to other managers when necessary, also work on special request as needed).	Knowledge of 1, 2*, 3, 7. Skill in 9, 10 Ability to 11, 12, 13, 14.

*developed after employment

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APD S-1-06 MR

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