100-200U

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
23310.0

CLASS TITLE
State Payrolls Specialist Supervisor

CLASS NUMBER
16525

Upd 11-13-03 CB

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
St. Pay Spec. Supv. (Payroll Attachment Unit)

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
23300.0 Management Analyst Supervisor

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
30	Manages Payroll Attachment Unit & supervises State Payroll Specialists responsible for processing court ordered attachments for all state agencies: reviews new attachment orders (e.g., screens all incoming orders for state & federal garnishments, support, bankruptcy, wage levies) authenticates court orders for conformity with federal & state statutes; validates name, address, & social security number against state payroll records to ensure proper person is attached; creates online files, & ensures accurate & confidential payroll records for attachment of wages in conformity with Consumer Protection Act; coordinates interface of attachment system to payroll systems to ensure that court mandated requirements are met; verifies actual attachment amounts. Works overtime hours, as required, for timely processing of payrolls.	Knowledge of (1) budgeting; (2) workforce planning; (3) electronic payroll processing; (4) supervision; (5) office management; (6) federal payroll regulations*; (7) Ohio & local payroll regulations*; (8) state payroll policies & procedures*; (9) employee training & development; (10) accounting; (11) bookkeeping; (12) payroll calculation. Skill in (13) operation of personal computer & related software using word processing & spreadsheet software (e.g., MS Word, Excel – including writing formulas & Access) & accounting applications (e.g., CICS*, Roscoe*, Central Accounting System*). Ability to (14) define problems, establish facts, & draw valid conclusions; (15) use proper research methods in gathering data; (16) handles sensitive inquires & resolve complaints from angry citizens, government & court officials; (17) establish friendly atmosphere as work unit supervisor.
30	Initiates & approves attachment of employee wages: moniors receipt & data entry associated with all court ordered attachments; verifies proper attachment of wages during processing of payroll; ensures all wage attachment are paid timely & accurately to courts; coordinates any required reversals. Develops strategies in response to internal & external initiatives & requirements. Coordinates with Office of Budget & Management (OBM) for fiscal processing & authorizes sending final payroll files to Auditor of State for printing paychecks.	Knowledge of 3, 4, 5, 6*, 7*, 8*, 9, 10, 11, 12 Skill in 13 Ability to 14, 15, 16, (18) use & understand: fractions, decimals & percentages. *developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

23312.0 State Payroll Spec 1
23314.0 State Payroll Spec 1

SIGNATURE OF AGENCY REPRESENTATIVE: Carolyn S. Kellum

DATE: 11/4/03

100-200U

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
State Payroll Administration I

POSITION CONTROL NUMBER 23310.0

CLASS TITLE State Payrolls Specialist Supervisor

CLASS NUMBER 16525

Apd 11-13-03 CB

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
St. Pay Spec. Supv. (Payroll Attachment Unit)

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
23300.0 Management Analyst Supervisor

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
15	Supervises staff that uses Job Control Language to extract data, monitor computer jobs & computer data files used in processing payroll deductions & earnings records. Oversees simple to moderate computer job modifications to accommodate software and hardware upgrades, changes in payroll procedures, & newly mandated payroll requirements. Initiates programming change requests. Oversees maintenance of employee earnings records & attachment records (e.g., unloading, updating, & reloading on-line files). Ensures creation of payment, deposit, & reconciliation reports, tapes and data files.	Knowledge of 4, 5, (19) Job Control Language. Skill in 13 Ability to 14
15	Ensures preparation of special reports (e.g., quarterly & annual reconciliation, quarterly employment reports, annual retirement reports, & quarterly workers compensation reports). Ensures creation of Savings Bond data files, reports, & tapes for bond reporting to state agencies & the US Department of Treasury	Knowledge of 1, 4, 5*, 6*, 7*, 8*, 9 Skill in 13 Ability to (20) develop training concepts.
10	Ensures that state agency payroll officers, staff & administrative personnel are trained properly: initiates development of payroll training courses, seminars, & workshops; oversees development & coordination of state payroll system training modules; develops & makes presentations at Human Resource Conferences.	
	May require travel, overtime, & works as essential employee.	*developed after employment.

List Position Numbers and Class Titles of Positions Directly Supervised:

23312.0 State Payroll Spec 1
23314.0 State Payroll Spec 1

SIGNATURE OF AGENCY REPRESENTATIVE
Carolyn S Nellon

DATE
11/4/03