

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Human Resources Division

UNIT OR OFFICE  
State Payroll Administration

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
St Payroll Spec 1 - Payroll Attachment Unit

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
23310.0 State Payroll Specialist 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
65	<p>Member of Payroll Attachment Team in Payroll Attachment Unit responsible for processing court ordered attachments for all state agencies: reviews new attachment orders (e.g., screens all incoming orders for state &amp; federal garnishments, support, bankruptcy, &amp; wage levies) authenticates court orders for conformity with federal &amp; state statutes; validates name, address, &amp; social security number against state payroll records to ensure proper person is attached. attaches wages; creates online files, &amp; ensures accurate &amp; 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. Splits lump sums: monitors payroll for employees with support orders who receive special wages (e.g., large payoffs, disability backpay); creates separate payroll records &amp; splits special wages; holds special wages as court ordered lump sums; notifies courts; processes lump sums as ordered by courts. Rewrites attachment warrants: reviews &amp; validates orders, cancels active attachment orders; updates attachment system &amp; initiates reversal of attached wages; coordinates issuance of employee's missing wages in compliance with new court order. Monitors legislative &amp; court procedural changes. Works as essential employee &amp; responds (i.e., overtime or on-call) to payroll emergencies as required.</p>	<p>Knowledge of (1) human relations; (2) office practices &amp; procedures in maintaining payroll documentation files; (3) federal payroll regulations; (4) Ohio &amp; local payroll regulations*; (5) state payroll policies &amp; procedures*; (6) attachment concepts. Skill in (7) operation of personal computer &amp; related software (e.g., MS Word, Excel including writing formulas, &amp; Access) &amp; accounting applications (e.g., CICS*, Roscoe*, Central Accounting System*); (8) operation of payroll applications on mainframe computer; (9) Job Control Language (JCL) Ability to (10) calculate fractions, decimals, &amp; percentages; (11) handle sensitive inquiries &amp; resolve complaints from irate customers; (12) maintain accurate records; (13) code items from one symbolic form to another; (14) sort items into categories according to established methods; (15) define problems, establish facts &amp; draw valid conclusions; (16) interpret legal documents; (17) complete assignments accurately &amp; within strict time constrains; (18) respond (i.e., overtime or on-call) to emergency payroll issues; (19) cooperate with coworkers to accomplish payroll tasks.</p> <p>*developed after employment</p>

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Clare A. Long*

3/19/04

POSITION CONTROL NUMBER  
23312.0

CLASS TITLE  
State Payroll Specialist 1

CLASS NUMBER  
16521

*App'd 6/22/04 CB*

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### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
25	Provides computer support as assigned: using Job Control Language (JCL), monitors computer jobs & computer data files used in processing attachments; applies simple to moderate computer job modifications (e.g., adjustments to existing JCL programs) to accommodate software & hardware upgrades, changes in payroll/attachment procedures, and newly-mandated payroll/attachment requirements; provides input for programming change requests; updates employee attachment system by unloading, updating & reloading online files; converts current online garnishment files to history record & verifies setup of attachment files for the next pay period; ensures creation of payroll attachment answers, reports, tapes and data files.	Knowledge of 3, 6, (20) bookkeeping; (21) online processing & report creation. Skill in 7, 8, 9 Ability to 12, 14, 17, 19
10	Provides training support to assigned agencies & for state payroll training initiatives: meets with agency payroll staff to assist with training needs; contributes to development of state payroll system training modules for courses, seminars, workshops, & presentations for Human Resource Conferences.  May require travel & overtime. Works as essential employee subject to emergency recall.	Knowledge of 1, 6, (22) training techniques. Skills in 7. Ability to 11, 19  * developed after employment

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