

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 Specialist Supervisor (Support 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	<p>Manages Payroll Support Unit & supervises State Payroll Specialists responsible for processing payrolls for all departments, institutions, boards, and commissions: ensures reliability of state payroll; calculates payroll & monitors payroll support function; recommends & implements modifications & new procedures required to correct problems, achieve greater efficiencies, & in response to new requirements; develops strategies in response to internal & external initiatives & requirements; works overtime hours, as required, for timely processing of payrolls.</p>	<p>Knowledge of (1) budgeting; (2) work-force 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.</p> <p>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*).</p> <p>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.</p>
30	<p>Supervises processing of state payroll (i.e., employee wages, agency payroll charges); reviews payrolls for accuracy & conformity with laws, administrative code, union contracts, policies, rules & guidelines; coordinates with agencies to resolve any errors or payroll problems; finalizes state payroll. Coordinates with Office of Budget & Management (OBM) for fiscal processing & authorizes sending final payroll files to Auditor of State for printing paychecks / EFT notices.</p>	<p>Knowledge of 3, 4, 5, 6*, 7*, 8*, 9, 10, 11, 12</p> <p>Skill in 13</p> <p>Ability to 14, 15, 16, (18) use & understand: fractions, decimals & percentages.</p> <p>*developed after employment</p>

List Position Numbers and Class Titles of Positions Directly Supervised:
 23352.0 State Payroll Spec 1
 23354.0 State Payroll Spec 1
 23356.0 State Payroll Spec 1
 23358.0 State Payroll Spec 1

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Tan R. Parks 10

3/10/05

POSITION CONTROL NUMBER
23350.0

CLASS TITLE
State Payrolls Specialist Supervisor

CLASS NUMBER
16525

APD 3-23-05 JMC

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OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

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DIVISION OR INSTITUTION
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UNIT OR OFFICE
State Payroll Administration I

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION: St. Payroll Specialist Supervisor (Support 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	Ensures all employees are paid correctly: authorizes issuance of manual pay checks; reviews agency requests; monitors & acts upon exception requests, coordinating with the OBM as required & ensures reimbursement of Manual Pay Account (MPA); ensures recovery of direct deposits; creates data files to monitor recovery of funds, coordinates with banks, & state agencies as necessary; coordinates with payroll accounting team for proper reimbursement of MPA; authorizes issuance of manual pay checks.	Knowledge of 5, 6*, 7*, 8*, 9, 11 Skill in 13 Ability to 16,17
15	Supervises staff that uses, Job Control Language to extract data, monitor computer jobs & computer data files used in processing payroll deductions, earnings, & W-2 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 (e.g., unloading, updating, & reloading on-line files); ensures creation of payment, deposit, & reconciliation reports, tapes & data files; ensures preparation of special reports (e.g., W-2's for 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 4, 5, (19) Job Control Language. Skill in 13 Ability to 14
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.	Knowledge of 1, 4, 5*, 6*, 7*, 8*, 9 Skill in 13 Ability to (20) develop training concepts.

This position is overtime exempt.
May require travel, overtime, & works as essential employee.

*developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:
23352.0 State Payroll Spec 1
23354.0 State Payroll Spec 1
23356.0 State Payroll Spec 1
23358.0 State Payroll Spec 1

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Tom R. Parks

3/10/05

POSITION CONTROL NUMBER
23350.0

CLASS TITLE
State Payrolls Specialist Supervisor

CLASS NUMBER
16525

APD 3-23-05 ml