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
23356.0

CLASS TITLE
State Payroll Specialist 1

CLASS NUMBER
16521

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

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

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISON
23350.0 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
55	Member of Payroll Support Team in Payroll Support Unit with responsibility for processing payrolls from assigned agencies, institutions, boards & commissions: monitors, reviews, & assists agencies in processing employee wages, deductions, attachments; ensures accuracy & conformity with laws, administrative code, union contracts, policies, rules, & guidelines; coordinates with agencies to resolve any problems or questions concerning payrolls; resolves payroll fatal errors; finalizes agency payrolls. Works as essential employee & responds (i.e., overtime or recall) to payroll emergencies as required.	Knowledge of (1) human relations; (2) office practices & procedures in maintaining payroll documentation files; (3) federal payroll regulations; (4) Ohio & local payroll regulations*; (5) state payroll policies & procedures*; (6) accounting (i.e., payroll). Skill in (7) operation of personal computer & related software (e.g., MS Word, Excel including writing formulas, & Access) & accounting applications (e.g., CICS*, Roscoe*, Central Accounting System*); (8) operation of payroll applications on mainframe computer; (9) use of Job Control Language (JCL). Ability to (10) calculate fractions, decimals, & percentages; (11) handle sensitive inquiries & 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 & draw valid conclusions; (16) interpret legal documents; (17) complete assignments accurately & within strict time constraints; (18) respond (i.e., overtime or recall) to payroll emergencies as essential employee. * developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Clara N. Long

DATE: 3/02/04

Upd 6/22/04 CB

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St Payroll Spec 1-Payroll Support Unit

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISON
23350.0 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
25	Serves as agency contact for employees paid incorrectly: coordinates issuance of Manual Pay Checks (MPC); responds to questions about processing requests; ensures proper submission of exception requests through Office of Budget & Management (OBM); creates payroll files for generating MPC; & monitors reimbursement of Manual Pay Account; coordinates recovery of direct deposits; submits Reversals to Auditor of State upon agency request; monitors returns initiated by receiving bank; maintains supporting documentation; creates payroll files for generating MPC; ensures proper calculation of attachments & deductions.	Knowledge of 1, 2, 3, 4*, 5* 6, (19) bookkeeping. Skills in 7, 8, 9. Ability to 10, 11, 12, 13, 15, 16, 17.
10	Provides computer support as assigned: using Job Control Language (JCL); monitors computer jobs & computer data files used in processing payrolls, deductions, & earnings records; applies simple to moderate modifications (i.e., adjustment to existing JCL programs) to computer jobs to accommodate software & hardware upgrades, changes in payroll/attachment procedures, & newly mandated payroll/attachment requirements.; provides input for programming change requests; ensures security of data files during processing of payrolls; ensures bi-weekly maintenance of employee earnings system by unloading, updating & reloading on-line files; ensures creation of payroll deduction deposit data, error, reconciliation, & payment reports, tapes & data files; ensures preparation of special reports (e.g., quarterly employment reports, annual retirement reports, quarterly workers compensation reports); creates data files, reports, & tapes for bond reporting to state agencies & U.S. Department of Treasury.	Knowledge of 5*, (19) online processing & report creation. Skill in 7, 8, 9 Ability to 12, 14, 17.
10	Provides training support: maintains close contact with assigned agencies to ensure proper level of training & knowledge of state payroll system; meets with agency payroll staff to assist with their training needs; assists with development of state payroll system training modules for courses, seminars, & workshops; develops & makes presentations at Human Resource Conferences.	Knowledge of 1, 3, 4*, 5* (20) training techniques. Skills in 7. Ability to 11.
	May require travel & overtime. Works as essential employee subject to emergency recall.	* developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Clare N. Lory

DATE: 3/22/04

Rpd 6/22/04 CB