

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Administrative Support Division

UNIT OR OFFICE  
Office of Employee Services

POSITION NUMBER  
20005415 (506.0)

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Payroll Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005412 (500.0) Human Capital Management Administrator 2

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
40	<p>Serves as agency Payroll Administration Manager for over 850 employees in Department of Administrative Services (DAS): formulates &amp; implements policies &amp; procedures; works closely with MIS, division human resources/payroll liaisons &amp; Human Resources Division's Payroll Administration staff to coordinate processing of bi-weekly payroll according to current federal &amp; state laws, rules &amp; regulations; reviews employees' time reports &amp; verifies managerial review &amp; approval; oversees auditing of timesheet codes for error identification; reviews Personnel Actions (PAs) for pay period; ensures PAs (e.g., reclassifications, grievance settlements, temporary work level appointments, renewal &amp; termination, transfers within &amp; to other agency, promotions &amp; demotions) are reflected on system accurately (e.g., compares PAYU screen to PAs, makes corrections, performs re-sequencing, performs retro service adjustments, scans no-pays, makes adjustments); calculates benefit amounts (e.g., compiles childbirth leave, calculates disability leave payments); oversees calculations &amp;/or calculates vacation, sick, personal leave, use of donated leave &amp; workers' compensation adjustments; verifies no-time time reports; ensures accuracy of payroll screens in computerized payroll system (e.g., verifies sequencing, checks for correct funding assignment, leave balances &amp; charges); ensures program criteria is met before paychecks are processed &amp; released &amp; verifies check run; oversees distribution of checks &amp;/or pay stubs; manages fiscal aspects of payroll administration for department (e.g., prepares correction information for W-2s, initiates paperwork to correct errors on checks, orders stop payments); cancels checks, requests special checks, calculates buy backs; recovers overpaid funds; maintains documentation for audit trail; advises employees of requirements for prior service credit (e.g., use of leave balances, time frames for using credit) &amp; determines eligibility; calculates any necessary adjustments; requests PA to credit employee for prior service &amp; verifies completion of process; supervises subordinate payroll staff who process insurance (e.g., health, dental, life, COBRA, conversion at termination, corrections &amp; adjustments); works closely with PA Manager to establish new work units &amp; maintain integrity of payroll roster &amp; Fundable Table of Organization.</p>	<p>Knowledge of (1) managing large (i.e., over 800 employees) payroll; (2) state, federal, local laws &amp; regulations &amp; collective bargaining agreements relating to payroll &amp; benefits; (3) policies &amp; procedures for benefits/payroll preparation &amp; administration; (4) public relations; (5) computerized payroll system; (6) Human Resources Division Payroll Administration policies &amp; procedures*; (7) supervision practices; Skill in (8) operation of a personal computer &amp; associated hardware/software (e.g., state payroll mainframe screens*, MS Office); (9) using intermediate math to calculate figures; (10) proofreading &amp; recognizing errors; (11) organizing &amp; prioritizing work assignments; Ability to (12) complete minutely detailed procedures; (13) advise employees on a number of subjects related to payroll administration (e.g., disability leave &amp; retirement, retirement options &amp; forms, completing time reports; (14) completing all paperwork required for payroll/benefits); (15) accurately interpret laws &amp; regulations; (16) use appropriate research methods; (17) utilize logical thought processes; (18) communicate effectively in writing &amp; verbally.</p> <p>*developed after employment</p>

JOB CODE TITLE  
Human Capital Management Manager

JOB CODE  
69915

List Position Numbers and Class Titles of Positions Directly Supervised:

20005413 HCM Analyst  
20005416 Admin Assist 2  
20005423 College Intern

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Allen T. Stauffer* 8/8/07

APP 8-31-07 (PAY)

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## JOB DESCRIPTION AND WORKER CHARACTERISTICS

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40	Serves as agency Benefits Administration Manager (e.g., disability leave, retirement options, insurance, health & dental, COBRA, FMLA, workers' compensation): formulates & implements benefits policies & procedures affecting overall delivery & administration of programs; ensures documentation for benefit programs meets state & federal laws; supervises subordinate benefits staff who process disability applications, workers' compensation applications, FMLA & ADA requests; oversees review & approval of all benefit program requests; assists Labor Relations Officer in special projects (e.g., internal investigations); provides information in development of labor relations policy & procedures; has signature authority for final approval of benefit requests.	Knowledge of 2, 3, 4, (19) benefits program management (e.g., disability leave, retirement options, insurance, health & dental, COBRA, FMLA, workers' compensation); Skill in 8, 9, 10, 11 Ability to 12, 14, 15, 16, 17, 18
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Knowledge of 1, 2, 3, 4 Skill in 8, 9, 10, 11 Ability to 12, 13, 14, 15, 16, 17, 18
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10	Manages preparation & submission of retirement documents to Public Employees Retirement System (PERS): counsels employees on choice of & preparation of PERS enrollment documents at hiring orientation; completes PERS documentation at termination; certifies refunds & last time worked; establishes pay dates; processes regular & disability retirement documents; counsels employees regarding options; assists with completion of documents; discusses service time; requests necessary missing documentation; certifies pay amount; responds to any inquiries regarding retirement for disability retirements; also works with PERS & employee to verify & complete processing (e.g., advises employees of process, discusses criteria, verifies working status, certifies information to PERS; calls PERS monthly to check on approvals, follows up with employee &/or PERS) responds to inquiries regarding social security number, date of hire, middle initial; is cognizant of time lines required to meet eligibility & receive approval of PERS benefits.	Knowledge of 1, 2, 3, 4 Skill in 8, 9, 10, 11 Ability to 12, 13, 14, 15, 16, 17, 18
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10	Serves as information source & counsels employees (e.g., explains deductions, leave time, PERS, prior service, extensions, childbirth leave procedures, donated leave & retirement process): conducts &/or oversees DAS orientation for all new employees; provides resource information to benefits staff; reviews & approves RACF security access to payroll system for all DAS employees.	Knowledge of 2, 3, 6* Skill in 8, 9, 10, 11 Ability to 12, 13, 14, 15, 16, 17, 18
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\*developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

20005413 HCM Analyst  
20005416 Admin Assist 2  
20005423 College Intern

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Alli N. Stauffer*

8/8/07

APD 8-31-07 (PAY)

JOB CODE TITLE  
Human Capital Management Manager

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	<p>This position is overtime exempt.</p>	<p><u>Position Specific Minimum Qualifications</u></p> <p>24 mos. exp. managing large (i.e., over 800 employees) payroll;</p> <p>24 mos. exp. managing benefits programs (e.g., disability leave, retirement options, insurance, health &amp; dental, COBRA, FMLA, workers' compensation).</p>

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- 20005423 College Intern

SIGNATURE OF AGENCY REPRESENTATIVE

*Alli N. Shaeffer*

DATE

8/8/07

APD 8-31-07 (AV)