

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Human Resources Division

UNIT OR OFFICE  
Payroll Support

POSITION NUMBER  
20072471 (23344.0)

State Agency    County Agency    New Position    Change

County of Employment  
Franklin

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

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005878 (23350.0) State Payroll Specialist Supervisor

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
8:00 a.m. - 5:00 p.m. & **subject to overtime/call back 24X7**

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	Utilizes human capital management (HCM) software [e.g., Ohio Administrative Knowledge System (OAKS) running on PeopleSoft application] to prepare & process state of Ohio payroll (e.g., bi-weekly & monthly) & provide technical assistance to agency payroll &/or human resources staff to ensure compliance with Department of Administrative Services (DAS) payroll policies, rules, regulations & conformity with laws, administrative code, union contracts, & guidelines: processes employee withholdings & deductions, employer provided benefits, agency payroll charges, accrued leave & disability buy-backs, & direct deposit reversals; prepares & processes pay-ins; posts receipts to fiscal records cash journals & checkbooks; validates, authorizes & processes adjustments due to employee requested refunds, cancelled warrants, cancelled direct deposits; provides functional advice & guidance in coordinating & maintaining the OAKS HCM/Payroll System (e.g., Payroll, Time & Labor) in processing payrolls from assigned agencies, institutions, boards & commissions; notifies courts & processes lump sums as ordered by courts; responds to payroll emergencies which may require standby, overtime or call back; may be required to carry state issues cell phone; may be required to operate motor vehicle for travel to other locations within the state to resolve payroll issues.	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 practices related to payroll; Skill in (7) processing payroll using PeopleSoft HCM functions; (8) operation of personal computer & related software (e.g., MS Word, Excel including writing formulas, Access) & accounting applications; (9) use of web-based applications (e.g., HCM, FIN, ISQL, PS Query, &/or Cognos); Ability to (10) deal with a variety of variables impacting development of OAKS PeopleSoft Human Capital Management/Payroll functions & determining specific action to be taken; (11) calculate fractions, decimals, & percentages; (12) handle sensitive inquiries & resolve complaints from internal and external customers; (13) maintain accurate records; (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 to payroll emergencies 24X7; (19) carry cell phone; (20) obtain & maintain valid Ohio driver's license.  * developed after employment

JOB CODE TITLE  
State Payroll Specialist 1

JOB CODE  
16521

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

6/20/07

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	USUAL WORKING TITLE OF POSITION St Payroll Specialist 1-Payroll Support Unit	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005878 (23350.0) State Payroll Specialist Supervisor	
NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m. & <b>subject to overtime/call back 24X7</b>			Page 2 of 2
JOB DESCRIPTION AND WORKER CHARACTERISTICS			
JOB CODE TITLE State Payroll Specialist 1	%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
	25	Serves as HRD contact for agency personnel regarding issues with employees being paid incorrectly: generates & coordinates issuance of off-cycle checks; responds to questions about processing requests; coordinates recovery of direct deposits; submits Reversals to Auditor of State upon agency requests; monitors returns initiated by receiving bank; maintains supporting documentation; reverses incorrect payroll warrants; re-issues payroll warrants; issues refunds; ensures proper calculation of attachments & deductions; researches & identifies system inefficiencies &/or defects; initiates System Investigation Requests (SIRS) &/or Change Request (CR) documentation as needed; escalates issues to management-level staff for resolution.	Knowledge of 1, 2, 3, 4*, 5* 6, (21) book-keeping; (22) CRM tool; Skills in 7, 8, 9 Ability to 10, 11, 12, 13, 15, 16, 17, 18, 19, 20
	10	Provides payroll support as assigned: monitors errors & reconciliation reports & agency fiscal records; coordinates with OBM to ensure reconciliation with fiscal controls; ensures security of data files while payroll is processed; test simple to moderate modifications to OAKS to accommodate payroll upgrades, changes in payroll/garnishment procedures & newly mandated payroll/garnishment requirements; provides input for programming change requests; ensures creation of payroll deduction deposit data, error, reconciliation & payment reports, & data files; ensures preparation of special reports (e.g., quarterly employment reports, annual retirement reports, quarterly workers compensation reports, ad hoc reporting as needed); creates data files & reports for bond reporting to state agencies & U.S. Department of Treasury; maintains proficiency in payroll applications used to support payroll processing by attending mandatory & elective training courses &/or seminars; represents agency in developing &/or making presentations at conferences/meetings.	Knowledge of 5*, (23) online processing & report creation; Skill in 7, 8, 9 Ability to 12, 14, 18, 19, 20.
	5	Provides training support for agency personnel: maintains close contact with assigned agencies to ensure proper level of training & knowledge of PeopleSoft HCM; meets with agency payroll staff to assist with their training needs; assists state payroll system training team with module courses, seminars, & workshops.  Works as essential employee.	Knowledge of 1, 3, 4*, 5*, 24 Skills in 7, 8, 9 Ability to 10, 12, 13, 18.  <u>Position Specific Minimum Qualifications</u> 12 mos. exp. or 12 mos. trg. processing payroll using PeopleSoft HCM functions.  * developed after employment
JOB CODE 16521	List Position Numbers and Class Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 
			DATE 6/20/07