100-200U

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources

UNIT OR OFFICE
Payroll Administration

POSITION NUMBER
20005878 (23350.0)

JOB CODE TITLE
Management Analyst Supervisor 2

JOB CODE NUMBER
63216

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
HCM Payroll Time & Labor Team Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005849 (23000.0) Data Systems Administrator

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
60	Manages Payroll Support Unit & supervises State Payroll personnel responsible for processing payroll for all departments, institutions, boards, and commissions: ensures reliability of state payroll; configures payroll functions in OAKS; responsible for testing configuration changes in OAKS; maintains and develops PeopleSoft queries in OAKS; reviews all payroll enhancement requests and makes recommendations for changes; ensures all employees are paid correctly; authorizes issuance of manual pay checks; reviews agency requests; monitors & acts upon exception requests, coordinating with 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; monitors payroll support function; recommends & implements modifications & new procedures required to correct problems;	Knowledge of: (1) payroll processing, (2), management, (3) supervision principles, (4) public relations, (5) government structure & process*. Skill in: (6) processing payroll using PeopleSoft HCM functions; (7) operation of personal computer & related software (e.g. MS Word, Excel); (8) use of web-based applications (e.g., HCM. FIN, ISQL, PS Query &/or Cognos). Ability to: (9) understand communications and customer service fields, (10) deal with a variety of variables in somewhat unfamiliar context, (11) establish friendly atmosphere as supervisor of work unit; (12) handle sensitive inquiries from & contacts with officials & general public.
20	Researches difficult inquiries; researches, investigates & processes customer inquiries & provides answers to questions regarding HCM OAKS information; develops policies & procedures regarding payroll functions; makes recommendations on alternative activities with other units within HCM OAKS support unit & serves as liaison with state agencies on payroll related issues; develops payroll procedure memos; monitors timeliness & quality of responses; assists with development of training materials for state agencies; makes public presentations; develops policies & procedures for employee payroll programs; oversees preparation & revisions of payroll materials to agencies & employees.	Knowledge of: 1*, 2, 3, 4, 5*. Skill in: 6, 7 & 8. Ability to: 9, 10, 11, 12, (13) write & develop policies & procedures; (14) proofread technical materials, recognize errors & make corrections; (15) define problems, collect data, establish facts & draw valid conclusions, (16) deal with some abstract but mostly concrete variables; (17) ability to interpret a variety of technical matter in books, journals & manuals; (18) understand manuals & verbal instructions, technical in nature; (19) prepare & deliver speeches before specialized audiences. *developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:
20005857 MA Supv. 1
20005863 MA Supv. 1
20005870 (23310.0) MA Supv. 1

SIGNATURE OF AGENCY REPRESENTATIVE: Pam R. Parke

DATE: 8/2/07

ARD 8-2-07 (MAV)

100-200U

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County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
HCM Payroll Time & Labor Team Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISON
20005849 (23000.0) Data Systems Administrator

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

POSITION NUMBER
20005878 (23350.0)

JOB CODE TITLE
Management Analyst Supervisor 2

JOB CODE NUMBER
653216

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
20	Interviews applicants & recommends staff for hire; completes performance evaluations; develops training materials; monitors completed work of staff to ensure accuracy & consistency with established policies, procedures & guidelines; develops & implements effective methods of communication & customer service program delivery; operates personal computer to edit, enter and/or verify data; represents administrator at meetings & assumes responsibility in administrator's absence; performs other duties related to payroll communications & customer service as assigned.	Knowledge of: 2, 3, 5*, (20) interview skills; (21) electronic data processing systems. Skills in: 7. Ability to: 9, 10, 11.
	Position is overtime exempt	*developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:
20005857 MA Supv. 1
20005863 MA Supv. 1
20005870 (23310.0) MA Supv. 1

SIGNATURE OF AGENCY REPRESENTATIVE: Dan R. Parks

DATE: 8/2/07

APD 8-2-07