

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

State Payroll Specialist

SERIES NO.:

1652

MAJOR AGENCIES:

Administrative Services only

EFFECTIVE DATE:

02/26/2012

SERIES PURPOSE:

The purpose of the state payroll specialist occupation is to provide technical assistance to agency payroll &/or human resources staff to ensure compliance with DAS payroll policies, rules, regulations &/or directives & review & process payrolls for all state agencies to ensure they are in balance.

At the lowest level, incumbents utilize human capital management software (e.g., PeopleSoft HCM) to prepare & process payroll.

At the middle level, the incumbent acts as a lead worker over lower- level state payroll specialists & participates in preparing & processing payroll utilizing human capital management software (e.g., PeopleSoft HCM).

At the highest level, incumbents act as supervisor over state payroll specialists assigned to one unit.

CLASS TITLE

State Payroll Specialist 1

CLASS NUMBER

16521

PAY RANGE

30

EFFECTIVE

06/19/2007

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of payroll processing & accounting (e.g., calculating payroll, time & labor processing, reporting withholding taxes & reconciliation), human capital management software (e.g., PeopleSoft HCM) & based upon assignment, may also require knowledge of legal terminology & processing of court orders, in order to utilize human capital management software to prepare & process state of Ohio bi-weekly payroll & provide technical assistance to agency payroll &/or human resources staff to ensure compliance with DAS payroll policies, rules, regulations &/or directives.

CLASS TITLE

State Payroll Specialist 2

CLASS NUMBER

16522

PAY RANGE

31

EFFECTIVE

06/19/2007

CLASS CONCEPT:

The advanced level class works under direction & requires thorough knowledge of payroll processing & accounting (e.g., calculating payroll, time & labor processing, reporting withholding taxes & reconciliation), human capital management software (e.g., PeopleSoft HCM), employee training & development & based upon assignment, may also require knowledge of legal terminology, processing of court orders, in order to act as lead worker (i.e., provide work direction & training) over lower level state payroll specialists, provide technical assistance to agency payroll &/or human resources staff to ensure compliance with DAS payroll policies, rules, regulations &/or directives & participate in payroll processing & related payroll activities utilizing human capital management software & act in absence of supervisor.

CLASS TITLE

State Payroll Specialist Supervisor

CLASS NUMBER

16525

PAY RANGE

13

EFFECTIVE

02/26/2012

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of accounting & bookkeeping, calculating payroll, reporting withholding taxes & reconciliation, & based upon assignment, may also require knowledge of legal terminology, & processing of court orders, or computer science, computer production control procedures & job control language or report generating language in order to supervise assigned payroll specialists one of following units: State Payroll Accounting, State Payroll Attachments or State Payroll Support (i.e., one supervisor per unit).

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
State Payroll Specialist 1	16521	14	06/19/2007	30

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Utilizes human capital management software (e.g., PeopleSoft HCM) to prepare & process payroll (e.g., 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, accrued leave & disability buy-backs; performs payroll confirmation activities) & provides technical assistance to agency payroll &/or human resources staff to ensure compliance with DAS payroll policies, rules, regulations &/or directives &/or reviews, verifies & processes court ordered attachments (e.g. screens, authenticates & validates incoming orders for state & federal garnishments, child/spousal support, bankruptcy & wage levies for conformity with state & federal statutes & to ensure proper person's wages are attached & for proper amounts & time periods; monitors payroll for large payoffs or disability back-pay for employees with support orders to create separate payroll record to split payoff amounts from regular wages, holds payoffs as court ordered lump sums, notifies courts & processes lump sums as ordered by courts; reviews & validates court orders, cancels active attachment orders & initiates reversal process; coordinates issuance of employee wages with courts, Office of Budget & Management (i.e., OBM) to provide employee with missing wages; prepares garnishment correspondence verifies set-up of attachment files for next pay period; assists in monitoring legislation & court procedural changes regarding attachments).

Monitors errors & reconciliation reports, monitors all agency fiscal records & coordinates with OBM to ensure reconciliation with fiscal controls; ensures security of data files while payroll is processed; assists in updating employee earning system & with quarterly reconciliation of W-2 fiscal records; unloads, updates & reloads on-line payroll files; assists in creating data files for deposits & adjustments & for printing savings bonds; prepares special reports as required; researches errors, makes corrections & recreates data as required; creates summary reports to capture errors & makes corrections for use in confirming payroll withholding taxes.

Reviews state payrolls for accuracy & conformity with laws, union contracts, administrative code, policies & guidelines, reconciles with fiscal control records, acts as authorizing agent for manual check requests & reviews discrepancies & coordinates reversals; processes requests for garnishments, calculates attachable wages, & coordinates recovery of funds with agencies that failed to notify State Payroll Office of cancellations; writes manual checks & disburses to agencies, maintains files of all checks written & posts voids & manages related fiscal controls.

Reviews & corrects quarterly adjustment reports for W-2s & adjusts employee earnings as required, finalize all quarterly W-2 reconciliation, reconciles final statewide W-2 record to cash journal, authorizes printing of W-2 forms, reviews & approves all corrected W-2s, reconciles statewide W-2 record with IRS tape & reconciles municipal income tax records to cash journal; or assists programmer/systems analyst to identify & modify W-2 system needed changes, to review W-2 design & to coordinate modifications, assists with quarterly W-2 reconciliation assists in all aspects of having W-2s printed & distributed, assists in updating & correcting W-2s, preparing IRS W-2 tape, preparing & distributing municipal income tax reconciliation reports & preparing microfiche records, W-2C files & IRS W-2C tape.

MAJOR WORKER CHARACTERISTICS:

Knowledge of accounting; payroll processing (e.g., calculating payroll, employee withholdings, deductions, reporting & reconciliation, employer provided benefits, agency payroll charges, accrued leave disability buy-backs, direct deposits, garnishments); legal terminology & processing of court orders*; structured query language (e.g., ISQL, PS Query, Cognos)*. Skill in use of personal computer; use of human capital management software (e.g., PeopleSoft HCM). Ability to deal with some abstract but mostly concrete variables; calculate fractions, decimals & percentages; use proper research methods in gathering data; gather, collate & classify information about data, people or things; handle sensitive inquiries & resolve complaints from angry employees/citizens & government & court officials.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

4 courses or 12 mos. trg. Or 12 mos. exp. in accounting; 12 mos. trg. Or 12 mos. exp. in payroll processing (e.g., calculating payroll, employee withholdings, deductions, reporting & reconciliation, employer provided benefits, agency payroll charges, accrued leave disability buy-backs, direct deposits, garnishments) ; 12 mos. trg. Or 12 mos. exp. using human capital management software (e.g., PeopleSoft HCM) to process payroll.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Employees are required to complete assignments within strict time constraints with accuracy.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
State Payroll Specialist 2	16522	14	06/19/2007	31

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Acts as lead worker (i.e., provides work direction & training) over lower-level state payroll specialists engaged in preparing & processing payroll & preparing, printing, correcting, & reconciling quarterly W-2s, provides technical assistance to agency payroll &/or human resources staff to ensure compliance with DAS payroll policies, rules, regulations &/or directives, utilizes human capital management software (e.g., PeopleSoft HCM) to participate in payroll processing & perform related payroll activities (e.g., verifies requests & documentation for manual checks, reconciles quarterly W-2 reports, prepares W-2 forms; & prepares & processes special fiscal projects, provides input for development of fiscal policy by assisting supervisor in evaluating problems, modifications & new requirements; in developing strategies & implementing policy/procedural changes; tests system configuration changes/enhancement requests & processes errors) & acts in absence of supervisor.

Monitors errors & reconciliation reports, monitors all agency fiscal records & coordinates with OBM to ensure reconciliation with fiscal controls; ensures security of data files while payroll is processed; assists in updating employee earning system & with quarterly reconciliation of W-2 fiscal records; unloads, updates & reloads on-line payroll files; assists in creating data files for deposits & adjustments & for printing savings bonds; prepares special reports as required; researches errors, makes corrections & recreates data as required; creates summary reports to capture errors & makes corrections for use in confirming payroll withholding taxes.

Reviews state payrolls for accuracy & conformity with laws, union contracts, administrative code, policies & guidelines, reconciles with fiscal control records, acts as authorizing agent for manual check requests & reviews discrepancies & coordinates reversals; processes requests for garnishments, calculates attachable wages, & coordinates recovery of funds with agencies that failed to notify State Payroll Office of cancellations; writes manual checks & disburses to agencies, maintains files of all checks written & posts voids & manages related fiscal controls.

MAJOR WORKER CHARACTERISTICS:

Knowledge of accounting & payroll processing (e.g., calculating payroll, employee withholdings, deductions, reporting & reconciliation, employer provided benefits, agency payroll charges, accrued leave disability buy-backs, direct deposits, garnishments); employee training & development*; legal terminology & processing of court orders*; structured query language (e.g., ISQL, PS Query, Cognos)*. Skill in use of personal computer; use of human capital management software (e.g., PeopleSoft HCM). Ability to deal with some abstract but mostly concrete variables; calculate fractions, decimals & percentages; use proper research methods in gathering data; gather, collate & classify information about data, people or things; handle sensitive inquiries & resolve complaints from angry employees/citizens & government & court officials.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

4 yrs. exp. processing state agency payroll (e.g., calculating payroll, employee withholdings, deductions, reporting & reconciliation, employer provided benefits, agency payroll charges, accrued leave disability buy-backs, direct deposits, garnishments);

-Or 3 yrs. trg. Or 3 yrs. exp. in payroll processing (e.g., calculating payroll, employee withholdings, deductions, reporting & reconciliation, employer provided benefits, agency payroll charges, accrued leave disability buy-backs, direct deposits, garnishments) ; 12 mos. trg. Or 12 mos. exp. using human capital management software (e.g., PeopleSoft HCM) to process payroll.

-Or 1 yr. exp. as State Payroll Specialist 1, 16521, (e.g., calculating payroll, employee withholdings, deductions, reporting & reconciliation, employer provided benefits, agency payroll charges, accrued leave disability buy-backs, direct deposits, garnishments).

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Employee is required to complete assignments within strict time constraints with accuracy.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
State Payroll Specialist Supervisor	16525	EX	02/26/2012	13

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises state payroll specialists in the Payroll Attachment Unit: Oversees all activities related to receipt & disbursement of funds & processing of attachments &/or vendor payments being carried out/managed by state payroll specialists; insures compliance with laws & regulations related to payroll attachments (e.g., writs, IRS tax levy, bankruptcy, child &/or spousal support, etc.) & coordinates with DAS legal counsel, courts &/or client attorneys regarding subpoenas &/or other information requests; manages & administers child support custodial account for the State of Ohio.

OR

Supervises state payroll specialists in the Payroll Support Unit: Oversees all activities related to the processing of statewide payroll for state agency customers; manages & administers the Pay Works Programs for the State of Ohio; coordinates with Treasurer of State, Office of Budget and Management &/or financial institutions regarding State of Ohio payroll funds. Oversees all activities related to writing manual checks, independently has authority to issue manual payroll checks on behalf of the State of Ohio; coordinates production schedules with the OAKS Service Assurance team & notifies end users of system access changes.

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In addition to one of the preceding options above, may perform the following:

Evaluates problems, changes, modifications & new requirements affecting assigned unit & functions, makes recommendations which will improve/meet demands & new requirements; researches, develops & requests OAKS system enhancements related to payroll attachments &/or payroll processing; tests enhancements while in development phase and coordinates implementation strategies when enhancements are transitioned to production; develops & implements statewide policies related to payroll insuring compliance and conformity with laws, union contracts, administrative code;

Reviews, prepares & assists in developing training courses, modules, seminars workshops & presentations &/or coordinates training with State Training & Development Section; or oversees research of missing or partial attachments & preparation of responses related thereto to courts & responding to request for information related to employees' employment status & garnishment records upon request or receipt of subpoena.

MAJOR WORKER CHARACTERISTICS:

Knowledge of accounting; bookkeeping; supervisory principles & techniques*; employee training & development. calculating payroll; reporting withholding taxes; reconciliation; computer science, computer production central procedures & job control language or report generating language or legal terminology, processing of court orders. Skill in use of personal computer. Ability to deal with some abstract but mostly concrete variables; calculate fractions, decimals & percentages; use proper research methods in gathering data; define problems, collect data establish facts & draw valid conclusions; handle sensitive inquires & data; resolve complaints from angry employees/citizens & government & court officials; establish friendly atmosphere as unit supervisor.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Position in State Payroll Attachment Unit requires completion of undergraduate core coursework in public administration, political science or management science & 24 mos. trg. or 24 mos. exp. with legal terminology in court system, legal office or in processing wage attachments or 4 years exp. in legal terminology & processing court ordered attachments.

Position in State Payroll Support Unit requires completion of undergraduate core coursework in accounting, business administration, public administration, management science & 24 mos. trg. or 24 mos. exp. in general payroll operations (e.g., deductions/withholdings; employee benefits) or 4 years exp. in general payroll operations (e.g., federal, state & local withholdings & 941 reporting).

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Employees are required to complete assignments within strict time constraints with accuracy.