

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

State Payroll Specialist

**SERIES NO.:**

1652

**MAJOR AGENCIES:**

Administrative Services only

**EFFECTIVE DATE:**

06/19/2007

**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**

12

**EFFECTIVE**

07/26/1998

**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	07/26/1998	12

**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; assigned to one work unit (i.e., State Payroll Accounting or State Payroll Attachments or State Payroll Support), evaluates problems, changes, modifications & new requirements affecting assigned unit & functions, makes recommendations which will improve/meet demands & new requirements; develops implementation strategies & implements policy & procedural changes.

Oversees all activities related to receipt & disbursement of funds & special fiscal projects or processing of attachments, or systems support for payroll earnings management, vendor payment, & attachment systems being carried out/ managed by state payroll specialists.

Oversees all activities related to writing special checks & special checking account, quarterly W-2 reconciliation & preparation of W-2s, or employee wage & deduction processing & payable systems support for preparing, printing & follow-up for W-2s.

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; oversees receipt, reconciliation & disbursement of COBRA.

**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:**

12 mos. exp. as State Payroll Specialist 2, 16522 for position in State Payroll Accounting Unit.

-Or 3 yrs. exp. as State Payroll Specialist 1, 16521 for position in State Payroll Attachment Unit or State Payroll Support Unit, with experience to be commensurate with position posted.

-Or 4 courses or 12 mos. exp. in bookkeeping or accounting; and one of following, whichever is appropriate for position to be filled:

Position in State Payroll Accounting Unit also requires 3 yrs. exp. in general payroll operations (e.g., federal, state & local withholdings & 941 reporting), or completion of undergraduate core coursework in accounting, business administration, public administration, management science & 12 mos. trg. or 12 mos. exp. in general payroll operations (e.g., deductions/withholdings; employee benefits).

Position in State Payroll Attachment Unit also requires 3 yrs. exp. in legal terminology & processing court ordered attachments, or completion of undergraduate core coursework in public administration, political science or management science & 12 mos. trg. or 12 mos. exp. with legal terminology in court system, legal office or in processing wage attachments.

Position in State Payroll Support Unit also requires 3 yrs. exp. in computer science, computer production control procedures & job control language or report generating language, or completion of undergraduate core coursework in computer science & 12 mos. exp. in computer science, computer production control procedures & job control language or report generating language.

-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.