

AUDITOR OF STATE
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:
FISCAL OFFICER

SERIES NO.:
6653

MAJOR AGENCIES:
AUDITOR OF STATE

EFFECT. DATE: **NEW EFF. DATE:**
02/15/1998

SERIES PURPOSE:

THE PURPOSE OF THE FISCAL OFFICER OCCUPATION IS TO PREPARE AUDITOR OF STATE PAYROLL & ENSURE COMPLIANCE WITH DEPARTMENTAL GUIDELINES.

INCUMBENTS COORDINATE, MONITOR & PERFORM VARIETY OF PAYROLL OPERATIONS.

CLASS TITLE:
FISCAL SPECIALIST 1

CLASS NUMBER:
66531

EFFECTIVE DATE:
02/15/1998

NEW EFFECTIVE DATE:

CLASS CONCEPT:

THE FIRST FULL PERFORMANCE LEVEL CLASS WORKS UNDER DIRECTION & REQUIRES CONSIDERABLE KNOWLEDGE OF AUDITOR OF STATE PAYROLL PROCESSING IN ORDER TO PREPARE AUDITOR OF STATE PAYROLL.

CLASS TITLE:
FISCAL SPECIALIST 2

CLASS NUMBER:
66532

EFFECTIVE DATE:
02/15/1998

NEW EFFECTIVE DATE:

CLASS CONCEPT:

THE SECOND FULL PERFORMANCE LEVEL CLASS WORKS UNDER DIRECTION & REQUIRES CONSIDERABLE KNOWLEDGE OF AUDITOR OF STATE PAYROLL PROCESSING IN ORDER TO PREPARE AUDITOR OF STATE PAYROLL & ACT AS LEAD WORKER (I.E., PROVIDE WORK DIRECTION & TRAINING) OVER ASSIGNED STAFF.

CLASS TITLE:
FISCAL SPECIALIST SUPERVISOR

CLASS NUMBER:
66533

EFFECTIVE DATE:
09/12/1999

NEW EFFECTIVE DATE:

CLASS CONCEPT:

THE SUPERVISORY LEVEL CLASS WORKS UNDER GENERAL DIRECTION & REQUIRES THOROUGH KNOWLEDGE OF AUDITOR OF STATE PAYROLL PROCESSING & SUPERVISORY PRINCIPLES IN ORDER TO SUPERVISE ASSIGNED PAYROLL STAFF IN PREPARATION OF BI-WEEKLY PAYROLL & COORDINATE ALL PAYROLL ACTIVITIES.

CLASS TITLE:
FISCAL SPECIALIST SUPERVISOR

CLASS NUMBER:
66535

EFFECTIVE DATE:
02/15/1998

NEW EFFECTIVE DATE:

CLASS CONCEPT:

THE SUPERVISORY LEVEL CLASS WORKS UNDER GENERAL DIRECTION & REQUIRES THOROUGH

KNOWLEDGE OF AUDITOR OF STATE PAYROLL PROCESSING & SUPERVISORY PRINCIPLES IN ORDER TO SUPERVISE ASSIGNED PAYROLL STAFF IN PREPARATION OF BI-WEEKLY PAYROLL & COORDINATE ALL PAYROLL ACTIVITIES.

CLASS TITLE: FISCAL SPECIALIST 1	CLASS NO.: 66531	BARG. UNITS:
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EFFECTIVE DATE:

02/15/1998

NEW EFFECTIVE DATE:

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.)

PREPARES AUDITOR OF STATE PAYROLL FOR SUBMISSION TO DEPARTMENT OF ADMINISTRATIVE SERVICES, REVIEWS EMPLOYEE PAYROLL INFORMATION, VERIFIES ACCURACY OF INFORMATION ENTERED INTO COMPUTER, REVIEWS PAYROLL JOURNAL, ASSURES CORRECT PROCESSING OF PAYROLL INFORMATION, ADDS/DELETES INFORMATION RELEVANT TO EMPLOYEES, ENTERS ELECTIVE OR MANDATORY PAYROLL DEDUCTIONS ON WITHDRAWALS (E.G., WITHHOLDING TAXES; SAVINGS BONDS; CREDIT UNION; DISABILITY PAYROLL; POSTS HOURS; MONITORS DISABILITY STATUS, CORRECTS STEP INDICATORS & SERVICE TIME; REQUESTS SPECIAL CHECKS & CALCULATES FINAL PAYOFF FOR RESIGNATIONS & SEPARATIONS).

RESPONDS TO INQUIRIES FROM EMPLOYEES REGARDING PAYROLL ISSUES; ASSISTS EMPLOYEES IN COMPLETION OF PAYROLL RELATED FORMS; MAINTAINS CONTACT WITH DEPUTY AUDITORS TO RESOLVE DISCREPANCIES.

REVIEWS EMPLOYEES TRAVEL INFORMATION; CHECKS TRAVEL EXPENSE FORMS FOR ACCURACY; VERIFIES RECEIPTS MATCH AMOUNT OF REIMBURSEMENT; SORTS & DISTRIBUTES PAYROLL; PROCESSES EMPLOYEE CHANGES.

MAJOR WORKER CHARACTERISTICS:

KNOWLEDGE OF AUDITOR OF STATE PAYROLL PROCESSING POLICIES & PROCEDURES*. SKILL IN OPERATION OF PERSONAL COMPUTER*; ADDING MACHINE*. ABILITY TO CALCULATE FRACTIONS, DECIMALS & PERCENTAGES; USE RESEARCH METHODS IN GATHERING DATA; DEFINE PROBLEMS, COLLECT DATA, ESTABLISH FACTS & DRAW VALID CONCLUSIONS.

(*)DEVELOPED AFTER EMPLOYMENT.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

6 MOS. TRG. OR 6 MOS. EXP. IN PAYROLL PROCESSING.

-OR EQUIVALENT OF THE MINIMUM CLASS ABOVE.

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

NOT APPLICABLE.

UNUSUAL WORKING CONDITIONS:

NOT APPLICABLE.

CLASS TITLE: FISCAL SPECIALIST 2	CLASS NO.: 66532	BARG. UNITS:
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EFFECTIVE DATE:

02/15/1998

NEW EFFECTIVE DATE:

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 PAYROLL STAFF) & REVIEWS & PREPARES AUDITOR OF STATE PAYROLL FOR SUBMISSION TO DEPARTMENT OF ADMINISTRATIVE SERVICES, POSTS & REVIEWS PAYROLL INFORMATION TO PAYROLL DISBURSEMENT JOURNAL, COORDINATES WITH DECENTRALIZED STAFF TO VERIFY PAYROLL ACCURACY, & INTERPRETS POLICIES & PROCEDURES.

RESPONDS TO INQUIRES FROM EMPLOYEES REGARDING PAYROLL ISSUES; ACTS AS LIAISON BETWEEN DEPARTMENT OF ADMINISTRATIVE SERVICES STAFF & AUDITOR OF STATE EMPLOYEES TO RESOLVE PROBLEMS; INITIATES REQUESTS FOR SPECIAL CHECKS; COORDINATES & ASSUMES RESPONSIBILITIES FOR PAYROLL-RELATED FUNCTIONS (E.G., COORDINATES BOND DRIVES & CHARITABLE CONTRIBUTIONS CAMPAIGNS; DISTRIBUTES PAY CHECKS; REVIEWS & PROCESSES DISABILITY PAYROLLS).

REVIEWS EMPLOYEES TRAVEL INFORMATION, VERITIES TRAVEL EXPENSES; MATCHES RECEIPTS TO TRAVEL REIMBURSEMENT; NOTIFIES EMPLOYERS OF ERRORS; CORRECTS ERRORS.

MAJOR WORKER CHARACTERISTICS:

KNOWLEDGE OF AUDITOR OF STATE PAYROLL PROCESSING METHODS, POLICIES & PROCEDURES; EMPLOYEE TRAINING & DEVELOPMENT*; COMPUTER SOFTWARE PACKAGES (E.G., LOTUS)*. SKILL IN OPERATION OF PERSONAL COMPUTER*; ADDING MACHINES*. ABILITY TO CALCULATE FRACTIONS, DECIMALS & PERCENTAGES; USE RESEARCH METHODS IN GATHERING DATA; DEFINE PROBLEMS, COLLECT DATA ESTABLISH FACTS & DRAW VALID CONCLUSIONS. (*)DEVELOPED AFTER EMPLOYMENT.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

6 MOS. EXP. AS FISCAL SPECIALIST 1, 66531A

-OR 12 MOS. TRG. OR 12 MOS. EXP. IN PAYROLL PROCESSING.

-OR EQUIVALENT OF THE MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT NOTED ABOVE.

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

NOT APPLICABLE.

UNUSUAL WORKING CONDITIONS:

NOT APPLICABLE.

CLASS TITLE: FISCAL SPECIALIST SUPERVISOR	CLASS NO.: 66533	BARG. UNITS:
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EFFECTIVE DATE:

09/12/1999

NEW EFFECTIVE DATE:

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 ASSIGNED PAYROLL STAFF IN PREPARATION OF BI-WEEKLY PAYROLL, TRAINS STAFF IN PAYROLL POLICIES & PROCEDURES, ASSIGNS PAYROLL WORK ASSIGNMENTS, REVIEWS COMPLETED PAYROLL JOURNALS FOR ACCURACY, SETS UNIT WORK PROCEDURES TO INCLUDE PAYROLL PROCESSING DEADLINES & COORDINATES ALL PAYROLL ACTIVITIES.

OVERSEES PAYROLL RELATED PROGRAMS & ACTIVITIES (E.G., MONITORS AUDITOR OF STATE DISABILITY CASES; OVERSEES & COORDINATES COMBINED CHARITABLE CAMPAIGN; DISTRIBUTES PAY CHECKS); ACTS AS LIAISON BETWEEN AUDITOR OF STATE & DEPARTMENT OF ADMINISTRATIVE SERVICES TO RESOLVE ISSUES; PARTICIPATES IN PAYROLL PROCESSING.

MAJOR WORKER CHARACTERISTICS:

KNOWLEDGE OF AUDITOR OF STATE PAYROLL PROCESSING METHODS, POLICIES & PROCEDURES; EMPLOYEE TRAINING & DEVELOPMENT; SUPERVISORY PRINCIPLES & TECHNIQUES; COMPUTER SOFTWARE PACKAGES (E.G., LOTUS)*. SKILL IN OPERATION OF PERSONAL COMPUTER*; ADDING MACHINES*. ABILITY TO CALCULATE FRACTIONS, DECIMALS & PERCENTAGES; USE RESEARCH METHODS IN GATHERING DATA; DEFINE PROBLEMS, COLLECT DATA ESTABLISH FACTS & DRAW VALID CONCLUSIONS; PREPARE MEANINGFUL, CONCISE & ACCURATE REPORTS. (*)DEVELOPED AFTER EMPLOYMENT.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

6 MOS. EXP. AS FISCAL SPECIALIST 2, 66532A

-OR 12 MOS. TRG. OR 12 MOS. EXP. AS FISCAL SPECIALIST 1, 65531A

-OR 12 MOS. EXP. IN PAYROLL PROCESSING; 6 MOS. TRG. OR 6 MOS. EXP. IN SUPERVISORY PRINCIPLES & TECHNIQUES.

-OR EQUIVALENT OF THE MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT NOTED ABOVE.

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

NOT APPLICABLE.

UNUSUAL WORKING CONDITIONS:

NOT APPLICABLE.

CLASS TITLE: FISCAL SPECIALIST SUPERVISOR	CLASS NO.: 66535	BARG. UNITS:
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EFFECTIVE DATE:

02/15/1998

NEW EFFECTIVE DATE:

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 ASSIGNED PAYROLL STAFF IN PREPARATION OF BI-WEEKLY PAYROLL, TRAINS STAFF IN PAYROLL POLICIES & PROCEDURES, ASSIGNS PAYROLL WORK ASSIGNMENTS, REVIEWS COMPLETED PAYROLL JOURNALS FOR ACCURACY, SETS UNIT WORK PROCEDURES TO INCLUDE PAYROLL PROCESSING DEADLINES & COORDINATES ALL PAYROLL ACTIVITIES.

OVERSEES PAYROLL RELATED PROGRAMS & ACTIVITIES (E.G., MONITORS AUDITOR OF STATE DISABILITY CASES; OVERSEES & COORDINATES COMBINED CHARITABLE CAMPAIGN; DISTRIBUTES PAY CHECKS); ACTS AS LIAISON BETWEEN AUDITOR OF STATE & DEPARTMENT OF ADMINISTRATIVE SERVICES TO RESOLVE ISSUES; PARTICIPATES IN PAYROLL PROCESSING.

MAJOR WORKER CHARACTERISTICS:

KNOWLEDGE OF AUDITOR OF STATE PAYROLL PROCESSING METHODS, POLICIES & PROCEDURES; EMPLOYEE TRAINING & DEVELOPMENT; SUPERVISORY PRINCIPLES & TECHNIQUES; COMPUTER SOFTWARE PACKAGES (E.G., LOTUS)*. SKILL IN OPERATION OF PERSONAL COMPUTER*; ADDING MACHINES*. ABILITY TO CALCULATE FRACTIONS, DECIMALS & PERCENTAGES; USE RESEARCH METHODS IN GATHERING DATA; DEFINE PROBLEMS, COLLECT DATA ESTABLISH FACTS & DRAW VALID CONCLUSIONS; PREPARE MEANINGFUL, CONCISE & ACCURATE REPORTS. (*)DEVELOPED AFTER EMPLOYMENT.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

6 MOS. EXP. AS FISCAL SPECIALIST 2, 66532A

-OR 12 MOS. TRG. OR 12 MOS. EXP. AS FISCAL SPECIALIST 1, 65531A

-OR 12 MOS. EXP. IN PAYROLL PROCESSING; 6 MOS. TRG. OR 6 MOS. EXP. IN SUPERVISORY PRINCIPLES & TECHNIQUES.

-OR EQUIVALENT OF THE MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT NOTED ABOVE.

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

NOT APPLICABLE.

UNUSUAL WORKING CONDITIONS:

NOT APPLICABLE.