



State of Oregon Position Description

Company: Oregon Department of Education
Organization: Human Resources - ODE
Service Type: Excludable Management Service - Managerial

SECTION 1. POSITION INFORMATION

Job Profile Title:	Payroll Analyst	Job Profile ID:	X0214
Business Title:	Payroll Analyst Lead	Position ID:	000000103272
Employee Name:		Company ID:	58100
Representation:	MMN	Budget Auth No:	1337570
Location:	Salem ODE Public Service Building		
Supervisor:	Heather Thomas		
Position:	Payroll Analyst		
Time Type:	Full Time		
FLSA:	Non Exempt		
Exempt Reason:			
Overtime Eligible:	Yes		
Employee Type:	Permanent		

SECTION 2. JOB DESCRIPTION SUMMARY

Describe the program in which this position exists. Include program purpose, who is affected, size, and scope. Include relationship to agency mission.

Program and Position Information

Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

This position is in the Deputy Superintendent's Office who is the administrative head of the Department of Education. The Governor who is the Superintendent of Public Instruction has delegated to the Deputy Superintendent the responsibility of performing all of the duties, functions and powers of the Superintendent. These include providing leadership and oversight to Oregon's prekindergarten to grade 12 education system. The Deputy Superintendent is the chief executive officer for the State Board of Education and is responsible for interpreting and administering Board policies and rules. The Deputy Superintendent also heads the Department of Education and provides direction for the School for the Deaf and Juvenile Corrections Education Programs. The Superintendent's duties are further defined in ORS 326.310. Additionally the agency also has the Early Learning Division and the Youth Development Division.

The agency mission is: The Oregon Department of Education fosters equity and excellence for every learner through collaborations with educators, partners, and communities.

Human Resources ensures that planning, systems, structure and personnel are in place to support the Department's mission through efficient and effective employee services. This includes supporting the agency through consultation on grievances and disciplinary actions, recruitment and selection, personnel administration and collective bargaining, payroll and benefits administration, staff training and development, non-discrimination and affirmative action, cultural competency and diversity, facilities management, employee safety and wellness, and general agency support services.

Human Resources is committed to supporting and promoting the agency's core values of integrity, accountability, excellence, and equity. This unit is committed to diversity, which reinforces respectful treatment of others in the workplace; contributes to a positive and productive work environment; establishes and maintains professional and collaborative working relationships; and promotes working effectively and appropriately with individuals or groups with diverse cultural beliefs, values, and behaviors.

Describe the primary purpose of this position, and how it functions within this program. Complete this statement: The primary purpose of this position is to:

The primary purpose of this position is to process the payroll and benefits, and complete payroll-related activities for Oregon Department of Education staff. This includes but is not limited to consulting with agency human resource staff or program managers to provide expert recommendations on the timing and/or ramifications of proposed or mandated actions which may affect the compensation of employees or the payroll liability of the agency. The incumbent works with the Public Employees Benefit Board (PEBB) to process benefit enrollments in a timely manner and ensure accurate payroll deductions. Demonstrate efficient stewardship of taxpayer resources.

SECTION 3. JOB DESCRIPTION

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "essential" (E) or "Non-Essential" (NE) function.

Description of Duties

60% - N - E Reviews employee timesheets for completeness, accuracy and compliance with established policies and procedures. Works with employee and manager to resolve and correct discrepancies. Audit and responsible for initiating the successful upload and processing of those timesheets through DAS's Oregon State Payroll Application (OSPA). May require manual processing. Verify all timesheets have been received and follow up on missing ones. Reviews payroll reports for errors and or/discrepancies. Makes corrections as necessary. Maintains and monitors the leave accrual system. Calculates and inputs adjustments necessary to ensure correct leave balances for all employees. Sorts and distributes leave accrual reports to the appropriate sections.

10% - N - E Functions as a member of the Human Resources team to analyze, implement, and monitor

changes required by statute, state and federal regulations, and DAS administrative rules, particularly those that affect or interact with employee compensation, and advises agency management on appropriate actions to ensure compliance. Maintains knowledge of the content and intent of payroll related articles in the Service Employees International Unit (SEIU) and State Teachers Education Association (STEA) collective bargaining agreements in order to provide advice and recommendations to agency management; interpret and respond to questions from managers, teachers, and employees; and to assure accurate payroll records. Attends OSPA, PERS, PEBB and other meetings required to keep current on new policies and procedures.

15% - N - E Processing New Hires, Changes and Terminations. Makes changes to employees' voluntary deductions, W-4 tax deductions, direct deposit, leave balances, and any corrections for prior months payroll as necessary. Responsible for final entry for PERS eligibility. Calculates and processes insurance payments for academic year employees in advance for summer coverage, per the SEIU collective bargaining agreement and DAS policy. Sends employees required insurance information.

15% - N - NE Processes insurance forms, garnishments, hardship leave approvals and donations, wage verifications, vendor checks, transit pass applications, and requests for deductions Oregon Savings Growth Plan (OSGP) and 403B programs. Researches to substantiate overpayment and underpayments. Processes overpayment letters or fill out appropriate paperwork to request a special check for underpayments. May need to complete documents to reimburse Central Payroll. Process salary advance requests, charitable contributions and compensatory/straight time pay offs. Processes other payroll-related tasks in the absence of the Executive Support Specialist 1. File maintenance and retention. Other duties and special projects as assigned.

All employees working in the Human Resources Unit are expected to assist in achieving the Department's diversity and affirmative action goals by creating an inclusive work environment that encourages each employee to meet their full potential and consider Education as their "Employer of Choice."

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Typical office environment. May occasionally travel to the Oregon School for the Deaf to meet with staff and managers to explain new or existing payroll rules and regulations, attend OSPA payroll meetings, professional training, and participate in New Employee Orientation.

SECTION 5. GUIDELINES

List any established guidelines used in the position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

DAS – Oregon State Payroll Application rules and policies; DAS – Human Resource Services Division rules and policies; DAS – State Controller's Division rules and policies; SEIU and STEA collective bargaining agreements; Oregon Department of Education rules and policies; Fair Labor Standards Act (FLSA); Oregon

Bureau of Labor and Industries (BOLI) laws, rules, and regulations; State and federal family/medical leave laws; Oregon Public Employees Retirement System (PERS) laws, rules, and policies; Oregon Public Employees Benefits Board (PEBB) rules, regulations, and policies

How are these guidelines used?

To assure ODE payroll complies with all applicable agreements, laws, regulations, rules, and policies, and to facilitate participation in office planning and strategy meetings.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who	How	Purpose	How Often?
DAS/OSPA	In Person, by mail, email or telephone	To obtain/provide payroll-related information and training	As Needed
Insurance Providers	In Person, by mail, email or telephone	To obtain/provide payroll and benefit related information	As Needed
Mortgage Lenders/Banks/ Loan Agencies	In Person, by mail, email or telephone	To obtain/provide payroll-related information for employment verifications	As Needed
ODE Employees	In Person, by mail, email or telephone	To obtain/provide payroll-related information.	<u>Daily</u>
ODE Managers	In Person, by mail, email or telephone	To provide advice and direction on policy, rule, or statute changes. To recommend actions, or provide advice on the timing of actions affecting employee compensation	Daily
Oregon School Districts	In Person, by mail, email or telephone	To obtain/provide payroll-related information for transferring employees	As Needed
Oregon State Agencies	In Person, by mail, email or telephone	To obtain/provide payroll and benefit information for transferring employees	As Needed
PEBB	In Person, by mail, email or telephone	To obtain/provide payroll and benefit related information and training.	As Needed
PERS/OSGP	In Person, by mail, email or telephone	To obtain/provide payroll and benefit related information and training.	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Provides input and recommendations from a payroll perspective to Human Resource analysts during strategy and planning sessions to coordinate the agency's response to proposed or mandated actions, proposed or revised policies and procedures, and emerging or ongoing issues and situations. Interprets SEIU and STEA collective bargaining agreements, rules and policies to assure payroll is accurately calculated. Incorrect decisions result in loss of money or benefits to employees or the agency. Errors or

neglecting to follow through may result in loss of insurance coverage. Must be able to handle sensitive situations involving garnishments, pay reductions, changes in involuntary deductions and other payroll matters that employees may not understand or agree with.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Principal Executive Manager F	0000059	In Person, by mail, email or telephone	Regularly	To monitor workload and evolving issues. For planning purposes and to monitor adherence to laws, rules, regulations, policies, and procedures.

SECTION 9. OVERSIGHT

What are the oversight activities for this position?

SECTION 10. ADDITIONAL POSITION RELATED INFORMATION

List any knowledge and skills needed at time of hire that are not already required in the classification specification:

A valid ODL and a satisfactory driving record, or the ability to provide a satisfactory alternate mode of transportation. In-depth understanding of state and federal regulations related to employee wages, benefits and working conditions. Knowledge of union contracts and management service policy and procedures. Knowledge of computer systems and equipment. Skill in establishing rapport and exhibiting tact and sensitivity in dealing with others. Excellent oral and written communication skills. Ability to adapt to new methods and procedures often. Ability to work with a wide range of individuals in a positive, productive manner is critical to success in this position. Ability to work proactively and independently to high standards. Ability to operate effectively in a team environment. The success of Employee Services in fulfilling its mission is dependent upon regular and punctual attendance of staff members. Fully staffed work shifts are essential to achieve and maintain smooth and efficient operations. Staff members are expected to maintain satisfactory attendance by reporting to work as scheduled and keeping unscheduled absences to a minimum.

SECTION 11. BUDGET AUTHORITY

If this position has authority to commit agency operating money, indicate the

following: Operating Area

Biennial Amount

Fund

Type

SECTION 12. ORGANIZATIONAL CHART

See Organizational Chart (attach copy or view within Workday).

SECTION 13. SIGNATURES

Employee

Date

Manager

Date

Appointing Authority

Date