



## STATE OF OREGON POSITION DESCRIPTION

**Position Revised Date:**  
August 2023

**Agency:** Department of Administrative Services

**Facility:** Shared Financial Services

New       Revised

**This position is:**

- Classified
- Unclassified
- Executive Service
- Mgmt Svc – Supervisory
- Mgmt Svc – Managerial
- Mgmt Svc - Confidential

### SECTION 1. POSITION INFORMATION

a. Classification Title:	Payroll Analyst			b. Classification	0214-SR21-N						
c. Effective Date:				d. Position No:							
e. Working Title:	Payroll Analyst			f. Agency No:	10700						
g. Section Title:	Shared Financial Services			h. Budget Auth No:							
i. Employee Name:				j. Repr. Code:	OAS						
k. Work Location (City – County): Salem – Marion											
l. Supervisor Name: Kari Bevier											
m. Position:	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Limited Duration	<input type="checkbox"/> Academic Year	<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Intermittent	<input type="checkbox"/> Job Share			
n. FLSA:	<input type="checkbox"/> Exempt	If Exempt:	<input type="checkbox"/> Executive	o. Eligible for Overtime:			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Non-Exempt	<input type="checkbox"/> Professional	<input type="checkbox"/> Administrative	<input type="checkbox"/> No

### SECTION 2. PROGRAM AND POSITION INFORMATION

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

The Department of Administrative Services (DAS) is the central administrative agency that leads state government to implement the policy and budget decisions of the Governor and Oregon Legislature. Employing an enterprise-wide perspective, DAS serves state government by developing and upholding accountability standards to ensure productive and efficient use of state government's financial, human and information resources.

DAS provides a stable management infrastructure and essential business services including technology, financial, procurement, publishing/distribution, human resources, and facility asset management. These services support and enable state and local government agencies to carry out their missions, benefiting all Oregonians.

b. 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:

Utilize principles of accounting standards to interpret and analyze the expenditure processing of payroll, by follow the Oregon Accounting Manual (OAM), Generally Accepted Accounting Principles (GAAP) and statewide policies. Pay employees accurately. Research, interpret and apply established rules, policies, procedures, state and federal laws,

and various union contracts. Verify the accuracy of employee voluntary and mandated deductions. Provide guidance, direction and assistance to DAS and various customers regarding the appropriate payroll operations for compliance policies. Resolves errors, balances accounts, and ensures data integrity.

### SECTION 3. DESCRIPTION OF DUTIES

**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.**

% of Time	N/R/NC	E/NE	DUTIES
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.</i>			
90%	NC	E	<p><b>Payroll Coordination and Customer Service</b></p> <p>Provide primary payroll and benefit support for employees and supervisors of the supported payroll client agencies. Support includes, but is not limited to, processing and analyzing data from various payroll reports and generating queries for payroll overpayments. Determine the reason for overpayment (leave without pay, inaccurate overtime coding, inaccurate shift differential, on-call coding, or incorrect coding of holiday hours). Correct overpayments and work with employees to collect overpayments. Process special payroll for employees. Provide training to client managers and employees using presentations to explain payroll processes. Manage and perform new employee orientation and exit processing.</p> <p>Process employee's pay by reviewing and verifying that overtime, shift differential, call back/standby and other various pay type entries are within State policy and CBA guidelines and authorized by supervisor, prior to entry. The audit process entails reviewing timesheets individually for accuracy and compliance with established policies and procedures. Perform analysis of more complex timesheet entries to determine corrective actions as required to affect accurate reporting and compliance of hours worked by employees. Interpret and apply multiple collective bargaining agreements, DAS Chief Human Resources Office (CHRO) policies and other applicable laws to accurately process payroll. Update Workday Payroll to reflect correct work schedules, time worked, leave taken, deductions required or voluntary, and additional pay/leave activity. Request rewritten, termination, and/or special checks as needed.</p> <p>Develop, maintain, and manage timesheet processing spreadsheets and checklists to ensure accurate recording and reporting of employee time activity. Record changes affecting employee net wages (gross pay adjustments, exemptions, insurance coverage or voluntary deductions). Update master payroll records in complex payroll operations (multiple shifts, multiple collective bargaining agreements, OAM policies, etc.).</p> <p>Ensure accurate processing of employee resignations, retirements, and transfers in and out of the agency. Send letters to eligible employees leaving state service, or going out on leave without pay, of their options to continue insurance coverage under Affordable Care Act (ACA) or COBRA.</p>

			<p>Ensure compliance with governing regulations (collective bargaining agreements, Fair Labor Standard Act (FLSA), COBRA, PERS, DOL/BOLI Wage and Hour law, Family Medical Leave Act (FMLA), statewide HR and Payroll policy, etc.). Explain the application of governing regulations to employees and managers. Respond to employee questions about payroll and insurance processes. Explain insurance options to new hires and changes to employees during open enrollment. Counsel employees about insurance options. May train and advise management staff in areas such as ACA, FLSA, FMLA, and collective bargaining agreement compliance.</p> <p>Work with Central Payroll regarding outdated payroll codes and continual suggestions to improve edits within the payroll systems with the goal to reduce inaccurate online time recording.</p> <p>Respond to employees and provides accurate and timely information. Must meet critical deadlines and resolve discrepancies and exceptions in a work setting with constant reevaluation and shifting of priorities.</p>
10%	NC	E	<p><b>Other Duties</b></p> <p>Special projects as assigned. Answer questions from colleagues and customers regarding procedures, policies, and financial issues. Advise on payroll and employee benefits and payroll-related collective bargaining language to customers and Secretary of State auditors.</p> <p>Other duties as assigned.</p>
%	N	E	

## 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.**

This position involves frequent contact with executives, management, and staff both internal and external to the organization. It requires working with a variety of people and situations, which requires the incumbent to exercise diplomacy. Confidentiality of information must be always maintained. This position requires the ability to work on multiple tasks simultaneously, sometimes within short time frames, and interface effectively with business partners. It requires maintenance of tight deadlines and close coordination of many tasks. Often travel to meetings is required with some travel to trainings. There can be frequent interruptions, demanding timeframes, and non-traditional working hours. At times, weekend and evening work is required to meet customer demands and department deadlines. This position requires significant use of a computer and videoconferencing.

Duties are performed in a hybrid work environment. While in the office, there is a cubicle office design resulting in on-going audible distractions. Requires the ability to work for extended times at a computer terminal with frequent use of common office technology, including phones, computers, and copy machines. Work includes long periods of remaining stationary. There are frequent short deadlines and timeframes for vacations may vary due to these deadlines. Occasional travel for meetings may be required and working more than normal duty hours.

DAS is committed to diversity. Diversity efforts reinforce respectful treatment of others in the workplace. These efforts focus on identifying ways to work better together, reducing conflict by increasing understanding, improving collaboration, fostering teamwork, and increasing productivity and quality of services delivered by DAS. You are responsible to promote and foster a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful, and productive work environment.

Working in a team-oriented environment requires participative decision making and cooperative interactions among staff and management. This includes maintaining regular and punctual attendance; performing all duties in a safe manner; and complying with all policies and procedures.

## SECTION 5. GUIDELINES

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

- Generally Accepted Accounting Principles (GAAP)
- Oregon Accounting Manual (OAM)
- Oregon Revised Statutes (ORS)
- BOLI Regulations
- Collective Bargaining Agreements
- Fair Labor Standards Act
- Local, State and Federal laws and regulations
- PEBB User Manual
- DAS Procurement Administrative Rules & Policies
- DAS Policies and Procedures
- Workday and SFMS User Manuals
- Desk Manual/Procedure/Guidelines

**b. How are these guidelines used?**

To apply policy guidelines to practical problems and arrive at acceptable and workable solutions for financial activities. Provide guidance to delineate the scope and boundaries of financial operations. These guidelines provide the structure in which performance is measured, assurance the agency keeps within legal limits, and offers interpretation of laws.

## 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 Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
DAS Customers	Email, video conferencing, writing/mail, in person	To provide support to as a subject matter expert and to provide solutions.	As needed

## SECTION 7. POSITION RELATED DECISION MAKING

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

This position makes daily decisions regarding appropriate payroll coding and to determine if the transactions are recorded correctly. A strict level of confidentiality must be maintained for all payroll and employee benefit information. Informed decisions mean appropriate recording of payroll and expenditures, which enables accurate information for agency reporting, decision making, and cash flow.

## SECTION 8. REVIEW OF WORK

**Who reviews the work of the position?**

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
Accounting Manager 2		In person or video conference.	Quarterly Performance Evaluations.	Review and progress of work.
		In person, video conference, email, phone	Daily or as needed.	To ensure accuracy and completion of assignments.

## SECTION 9. OVERSIGHT FUNCTIONS

**THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

a. How many employees are directly supervised by this position? 0

How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

<input type="checkbox"/> Plan work	<input type="checkbox"/> Coordinates schedules
<input type="checkbox"/> Assigns work	<input type="checkbox"/> Hires and discharges
<input type="checkbox"/> Approves work	<input type="checkbox"/> Recommends hiring
<input type="checkbox"/> Responds to grievances	<input type="checkbox"/> Gives input for performance evaluations
<input type="checkbox"/> Disciplines and rewards	<input type="checkbox"/> Prepares & signs performance evaluations

## SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

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

This position is subject to a criminal records check, which may require fingerprints. If you are offered employment, the offer will be contingent upon the outcome of a criminal records check (FBI). Any history of criminal activity will be reviewed and could result in the withdrawal of the offer or termination of employment.

You are responsible to promote and foster a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful and productive work environment; maintain regular and punctual attendance; perform all duties in a safe manner; and comply with all policies and procedures. Working in a team-oriented environment requires participative decision making and cooperative interactions among staff and management. You are to be aware of Affirmative Action and the department's Diversity strategies and goals.

**Additional skills, abilities and desired attributes:**

- Experience in payroll.
- Experience in Workday and R\*Stars.
- Effective verbal and written communications skills.
- Ability to use and remain current with capabilities of various software applications.
- Knowledge and understanding of the Oregon Accounting Manual (OAM) and GAAP.
- Ability to conduct analysis, identify problems, and identify areas of improvement.
- Knowledge of applicable state and federal laws.
- Ability to handle multiple priorities.
- Ability to work under general supervision and work independently

**BUDGET AUTHORITY:** If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>		
N/A		

---

## SECTION 11. ORGANIZATIONAL CHART

---

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

---

## SECTION 12. SIGNATURES

---

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date