|  |  |  |
| --- | --- | --- |
| CS-214Rev 11/2013 |  |  Position Code1.
 |
|  | State of Michigan**Civil Service Commission**Capitol Commons Center, P.O. Box 30002Lansing, MI 48909 |  |
|  | POSITION DESCRIPTION |  |

|  |
| --- |
| This position description serves as the official classification document of record for this position. Please complete this form as accurately as you can as the position description is used to determine the proper classification of the position.  |
|  2.Employee’s Name (Last, First, M.I.) | 8. Department/Agency |
|  | Technology, Management and Budget/State Budget Office |
|  3.Employee Identification Number | 9. Bureau (Institution, Board, or Commission) |
|  | Office of Financial Management |
|  4.Civil Service Position Code Description | 10. Division |
| Departmental Analyst 9-11 | Payroll and Tax Reporting |
|  5.Working Title (What the agency calls the position) | 11. Section |
| Departmental Analyst | Payroll Processing and Operations |
|  6.Name and Position Code Description of Direct Supervisor | 12. Unit |
| Various, State Administrative Manager 15 |  |
|  7.Name and Position Code Description of Second Level Supervisor | 13. Work Location (City and Address)/Hours of Work |
| Jeremy Piggott, Senior Policy Executive 18 | Seventh Floor, Romney Building, Lansing, MI/Hybrid8:00 a.m. – 5:00 p.m. (flexible) |
|  14. General Summary of Function/Purpose of Position |
| This position is responsible for providing support for payroll processing, configuration, adjustment processing, and tax reporting activities for the Payroll and Tax Reporting Division team members that must dedicate time to the HRMN (State of Michigan HR, Benefits, and Payroll system) upgrade projects. Position performs related research and analysis to establish proper configuration and ensure accuracy of payroll and tax reporting. Tasks and projects include running error reports, researching and documenting related exceptions, reviewing and validating payroll reports for Gross to Net to Labor Distribution reconciliations, payroll clearing fund reconciliations, tax reporting reconciliation and deposits, payroll adjustments processing, payroll configuration and related testing, and provides support to agencies.  |
|  15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty. List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent. |
| Duty 1**General Summary of Duty 1 % of Time 20**This position is responsible for providing support in ensuring the accuracy of payroll calculations and for analyzing payroll adjustments.  |
| **Individual tasks related to the duty.*** Assist in payment processing including reviewing and validating reports and resolving payment problems.
* Analyze and recalculate wages/withholding to ensure accurate recording of tax withholdings within HRMN and employee W-2s.
* Identify and recommend necessary payroll adjustments to correct errors identified through monitoring reports.
* Analyze reconciliation reports for payroll adjustments. Document related errors and make recommendations for adjustments.
* Review and validate reconciliation activities to ensure accurate reporting of taxable wages and tax withholdings within HRMN. Research and document related exception.
* Assist in quarterly and annual tax authority reporting reconciliation and preparation.
* Participate in Fiscal Year End and Calendar Year End testing, monitoring, and adjustment activities.
 |
| Duty 2**General Summary of Duty 2 % of Time 20**As assigned, assist with performing system configuration updates and testing related to system patches, payroll tax software updates, pay and deductions codes, adjustments, and calculations to ensure payroll, IRS and other tax rules and regulations are being properly met. |
| **Individual tasks related to the duty.*** Maintain familiarity and research existing and new payroll and IRS and other tax rules and regulations.
* Ensure payroll & tax procedures and documentation remain current with applicable limits changes and process changes resulting from new or changes to payroll and IRS and other tax rules and regulations.
* Provide assistance with taxable fringe benefit rate updates during the annual benefits open enrollment process. Perform applicable testing.
* Perform on-going and one-time testing ensuring new and existing pay and deduction codes are calculating correctly according to new configuration and as part of changes to the payroll system that result from critical patching and system upgrades.
* Perform testing activities for updates to Payroll Tax Software.
 |

|  |
| --- |
| Duty 3**General Summary of Duty 3 % of Time 20**Perform bi-weekly critical tasks necessary to ensure system and employee setup preparedness for nightly batch and payroll calculation processing.  |
| **Individual tasks related to the duty.*** Run bi-weekly queries to identify potential exceptions that may cause payroll processing issues and recommend corrective action.
* Review bi-weekly monitoring outputs identifying data that will cause issues with SIGMA load and recommend corrections.
* Review bi-weekly employee configuration monitoring reports and work with agencies on data fixes where issues are identified.
* Perform analysis of gross to net to labor distributions to ensure accuracy of payroll entered in HRMN and SIGMA.
 |
| Duty 4**General Summary of Duty 4 % of Time 20**This position serves as an Agency Payroll Liaison for a variety of state departments. These assignments are intended to assist in providing departments with improved customer service related to payroll processing, payroll tax reporting and payroll accounting matters. |
| **Individual tasks related to the duty.*** Provide solutions for payroll and system related issues to ensure accurate recording of payroll expense and liabilities.
* Provide guidance/assistance interpreting payroll rules and regulations.
* Assist departments in processing accurate and timely payroll adjustments as needed.
* Research department inquiries and provide adequate and timely solutions.
* Recommend corrective actions (program/procedure changes) that may be taken as a result of problems identified to prevent future occurrences.
 |

|  |
| --- |
| Duty 5**General Summary of Duty 5 % of Time 20** Perform various special projects and other duties as assigned by the section manager. |
| **Individual tasks related to the duty.*** Other duties as assigned.
 |
| Duty 6**General Summary of Duty 6 % of Time 0** |
| **Individual tasks related to the duty.** |

|  |
| --- |
|  16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.The person in this position will be expected to work independently on projects, rules and regulation review, perform independent analysis based on assignments and propose solutions to manager based on that analysis. Numerous requests for assistance are made via phone calls wherein situations are presented that are either hypothetical or do not clearly follow past practice. The individual in this position must provide acceptable guidance based upon existing policies and procedures and payroll and tax regulations.  |
|  17. Describe the types of decisions that require the supervisor’s review.The individual in this position must consult the section manager regarding decisions that have a department-wide or statewide impact. The individual in this position must consult the section manager when numerous alternatives are available, or interpretation is subject to a great deal of judgment to determine the best solution. Decisions on changes to existing policies and procedures or the creation of new policies or procedures require the section manager’s approval. |
|  18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.The environment is considered normal for an office setting. |
|  19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.) |
| NAME | CLASS TITLE | NAME | CLASS TITLE |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  20. This position’s responsibilities for the above-listed employees includes the following (check as many as apply): **Complete and sign service ratings. Assign work.** **Provide formal written counseling. Approve work.** **Approve leave requests. Review work.** **Approve time and attendance. Provide guidance on work methods.** **Orally reprimand. Train employees in the work.** |
| 22. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?Yes |
|  23. What are the essential functions of this position?Under the general supervision of the section manager, the individual in this position carries out the duties outlined in item 15. |
|  24. Indicate specifically how the position’s duties and responsibilities have changed since the position was last reviewed.This position is new to provide support to Payroll and Tax Reporting staff that must dedicated time to the upgrade project for HRMN. |
|  25. What is the function of the work area and how does this position fit into that function?Payroll and Tax Reporting Division is responsible for processing a four billion dollar payroll, ensuring accurate net pay, deductions, deduction refunds, and adjustments. This position is responsible for providing research of payroll and tax rules, regulations, bargaining agreements and legislation and proposing changes and implementation requirements. The position will provide analysis, coordination and solutions for complex payroll activities and adjustments. The position will also serve as a payroll liaison, assisting agencies in troubleshooting and solutioning issues and providing answers to procedural and policy inquiries.  |
|  26. What are the minimum education and experience qualifications needed to perform the essential functions of this position? |
| EDUCATION:Possession of a bachelor’s degree in any major. |
| EXPERIENCE:Departmental Analyst 9 No specific type or amount is required. Departmental Analyst 10 One year of professional experience. Departmental Analyst P11 Two years of professional experience, including one year of experience equivalent to the intermediate (10) level in state service.  |
| KNOWLEDGE, SKILLS, AND ABILITIES:Must have ability to communicate effectively.Must be a self-starter with good time management skills.Must be willing work independently.Must have strong analytical skills.Must be comfortable with proposing solutions and recommendations based on analysis.Must be well organized and able to work on multiple assignments concurrently.Familiarity with word processing and spreadsheet applications required. Familiarization with payroll processing and tax reporting procedures and methodologies desired. |
| CERTIFICATES, LICENSES, REGISTRATIONS: |
| *NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.* |
| *I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.* |
|   **Supervisor’s Signature Date** |
| TO BE FILLED OUT BY APPOINTING AUTHORITY |
|  Indicate any exceptions or additions to statements of the employee(s) or supervisors. |
|  *I certify that the entries on these pages are accurate and complete.*  **Appointing Authority** **Signature Date** |
| TO BE FILLED OUT BY EMPLOYEE |
|  *I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.*  **Employee’s Signature Date** |

**NOTE: Make a copy of this form for your records.**