

STATE OF CONNECTICUT
DEPARTMENT OF DEVELOPMENTAL SERVICES
South Region
104 South Turnpike Road
Wallingford, CT 06492

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

DATE: November 4, 2011

CLOSING DATE: November 15, 2011

POSITION: PAYROLL OFFICER 2
POSITION #: 022089
LOCATION: Human Resources/Payroll, 104 South Turnpike Road, Wallingford, CT
SCHEDULE: Full Time, Monday-Friday 8:00 am-4:30 pm

HOURS PER PAY PERIOD: 80

ELIGIBILITY REQUIREMENTS: Open to State Employees/Lateral Transfers only. DDS employees currently holding the above title or those who have previously attained permanent status in this class may apply for lateral transfer. **Those candidates appearing on Re-Employment or SEBAC lists must be given first consideration.**

EXAMPLES OF DUTIES

Duties include assigning, overseeing, prioritizing and reviewing the work of four (4) Payroll Clerks in the Department of Developmental Services' Wallingford office, South Region; responding to supervisor and employee questions about payroll related matters; using Core CT modules such as Time & Labor, Benefits and EPM Reporting to enter and track employee data related to benefits, time and attendance, payroll, employee location changes, hires and terminations; conducting retirement counseling including the calculation of service time, preparation of retirement applications and the processing of the retirement packets to the Retirement Division; acting as liaison with other operational units, agencies and outside officials regarding unit policies and procedures; working closely with Human Resources representatives on Family Medical Leave Act and Workers Compensation processing and issues; tracking hazardous duty service; preparing payroll related reports and correspondence using Microsoft Word and Excel; closely supervising more complex portions of the payroll such as longevity, retroactive payments, control and distribution of paychecks; interpreting and applying complex or ambiguous payroll policies and procedures including provisions of collective bargaining; providing budget with payroll expenditure data when requested; providing information and processing paperwork related to employee fringe benefits; and performing related duties as required.

EXPERIENCE & TRAINING

Knowledge, Skills and Abilities: Considerable knowledge of relevant agency policies and procedures; considerable knowledge of and ability to apply state payroll procedures including those specifically related to each of various collective bargaining units; knowledge of and ability to apply relevant state and federal laws, statutes and regulations; knowledge of governmental accounting principles and practices as applied to payroll operations and record keeping; considerable interpersonal skills; considerable oral communication skills; considerable skill in performing arithmetical computations; supervisory ability.

General Experience: Seven (7) years of experience in complex clerical work in accounting or payroll.

Special Experience: Two (2) years of the General Experience must have included responsibility for the supervision of a payroll operation at the level of Payroll Officer 1.

Substitution Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of two (2) years.

TO APPLY: Please submit a CT-HR-12 employment application which can be located at <http://das.ct.gov/employment>. Please reference the position number and provide a copy of your two (2) most recent performance appraisals or two letters of reference. All application materials must be received by 11:59pm on the closing date provided above. Appointment to this position will be made in accordance with applicable collective bargaining, statutory and SEBAC requirements.

SEND APPLICATIONS TO:

Department of Developmental Services—South Region
104 South Turnpike Road
Wallingford, CT 06492
Attn: Recruiter
Phone: (203) 294-5104
Fax: (203) 294-5160

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.