

DEPARTMENT OF MOTOR VEHICLES  
JOB OPPORTUNITY  
PAYROLL OFFICER 1

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

**Open To: Candidates on the Current Exam Certification List for the classification of Payroll Officer 1, or current State of Connecticut Employees who hold permanent status as a Payroll Officer1.**

**Location: Human Resources/Wethersfield**

**Job Posting No: 7709**

**Hours: Full Time/ 40 hours per week**

**Salary: \$57,997 - \$73,242 (AR21)**

**Closing Date: Friday March 28, 2014 - Application materials must be received by 5:00 p.m. on this date.**

The Department of Motor Vehicles is currently seeking qualified candidates to fill a **Payroll Officer 1** position within the Human Resources Office of DMV. The successful candidate will be accountable for independently performing a broad range of payroll functions.

**Eligibility Requirement:** Candidates must have applied for and passed the **Payroll Officer 1** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for a lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**EXAMPLES OF DUTIES:** The primary responsibilities of this position include, but are not limited to the following: Independently performing all of the payroll functions for the agency; processing accurate and timely biweekly payments; processing employee benefits and benefits billing in CORE-CT; maintain employee data in the CORE-CT System, including processing of new hires, terminations, status changes, tax changes, rate changes, deduction and direct deposit changes; maintain payroll records and timesheets; monitor compensatory and sick leave time; ensure accurate payments and deductions; research inquiries regarding payroll related information (i.e. accrual balances, deductions, and copies of W-2 forms); calculate retroactive adjustments, final check payments and prepare reports and correspondence; in addition, this position will process and maintain the Workers' Compensation benefits and claims reports; prepare retirement applications; maintain longevity records, coordinate employee benefits activity events (i.e. Open Enrollment, Deferred Compensation, Supplemental Insurance); assist with the FMLA reporting process; participate with the Employee's Orientation Program, act as a liaison with other operating units; review accuracy of payroll including shift differential payments, annual increases, collective bargaining increases; reconcile payroll deductions and coding of payroll expenditures; answer employee questions relating to payroll; compile payroll expenditure data for budget preparation; provide information and process paperwork regarding employee fringe benefits and perform other related duties as required. This position will be responsible for supervising two (2) Payroll Clerks and will report to an HR Associate.

**PREFERRED EXPERIENCE AND SKILLS:**

Familiarity with the Core-CT Process/Maintaining Time and Labor Groups;  
Ability to prioritize assignments;  
Excellent organizational skills;  
Strong analytical and problem-solving skills;  
Excellent oral and written communication skills;  
Outstanding interpersonal and customer service skills;  
Experience using PeopleSoft IT Software and/or the State's CORE-CT System;  
Strong computer skills in the following areas: creating reports in CORE-CT Payroll and EPM modules, Microsoft Word and Excel;  
Knowledge of and experience interpreting collective bargaining contracts;  
Strong supervisory abilities  
Experience with benefits administration in CORE-CT which includes: open enrollment, benefits billing, COBRA notification and modification to dependent coverage;  
Excellent presentation skills;  
Knowledge of the retirement process including calculations, form completion, and benefit estimation.

**APPLICATION INSTRUCTIONS:**

**Note:** The filling of this position will be in accordance with Reemployment, SEBAC, Transfer, Promotion and Merit employment rules.

Interested and qualified candidates who meet the above requirements must submit a Cover Letter, Resume, and an Application for Examination or Employment (CT-HR-12) – available at: [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf) (Please indicate the job posting number on the application form).

Candidates must also submit copies of their last two performance evaluations.

**Jeremy Kushin, Human Resources Associate**  
**Department of Motor Vehicles**  
**Human Resources Office, 2<sup>nd</sup> floor**  
**60 State Street, Wethersfield, CT 06161**  
**Email: [jeremy.kushin@ct.gov](mailto:jeremy.kushin@ct.gov)**  
**Or by Fax: (860) 263-5576**

**INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER THE CLOSING DATE INDICATED ABOVE WILL NOT BE CONSIDERED.**

**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.