State of Connecticut
JOB POSTING

OFFICE OF THE STATE COMPTROLLER
JOB OPPORTUNITY

PAYROLL SYSTEM SUPERVISOR

PLEASE FOLLOW THE SPECIAL APPLICATION FILING INSTRUCTION AT THE BOTTOM OF THIS PAGE

Open To: Candidates on a current examination list
Location: CORE-CT, 101 East River Drive, East Hartford
Job Posting No. #804
Hours: 40 hour week
Salary: $66,608 (AR 25)
Closing Date: June 1, 2012

The Office of the State Comptroller (OSC) is currently recruiting for a **Payroll System Supervisor.** This position is responsible for supervising the auditing and processing functions of the State payroll system.

ELIGIBILITY REQUIREMENTS: Candidates must have applied for and passed the Payroll Systems Supervisor exam and be on the current certification list for this title promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for a lateral transfer.

DESCRIPTION OF DUTIES: This position is responsible for the following: Process production payroll for the entire State of Connecticut employee population, which includes four (4) pay frequencies, and generates approximately 65,000 checks and advices on a bi-weekly basis; monitors Statewide payroll processing throughout each pay cycle to identify, analyze and resolve potential errors; supports backend payroll processes that integrate with Core-CT Financials, specifically the GL, AP and Projects Modules; Maintains configuration data, including Earn Codes, Deductions Codes, Payroll Calendars; responsible for documenting functions that need customization and testing the corresponding system modifications; works closely with other HRMS module team to coordinate testing; processes payroll cycles in test environments to test delivered software changes such as Tax Updates and Maintenance Packs, as well as testing of changes in State Statute, Federal regulations, and Bargaining Unit contract; assist in preparing for calendar year end; assist OSC, Central payroll staff with payroll related issues and training as required; stays current with state and federal laws and regulations regarding employee pay.

IDEAL CANDIDATE SHOULD HAVE THE FOLLOWING QUALIFICATIONS AND SKILLS:

- Experience using PeopleSoft HRMS Application, with a concentration in the Payroll module
- Strong analytical and problem-solving skills
- Knowledge of interpreting Payroll Procedures
- Knowledge of interpreting collective bargaining contract/ Federal and State Tax Laws
- Experience with MS Office tools is desired; experience with MS Excel is required
- Excellent oral and written communication skills

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of payroll processing; considerable knowledge of payroll auditing principles and procedures; considerable sill in performing arithmetical computations; considerable ability to analyze payroll deductions and their interrelationships in processing of payrolls; ability to prioritize work under rapidly changing conditions and significant time constraints; ability to establish and maintain effective work relationships; ability to operate office equipment including computer terminals or other automated equipment; supervisory ability.

GENERAL EXPERIENCE: Seven (7) years of experience in the processing of a large, complex payroll.

SUBSTITUTIONS ALLOWED: 1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years. **2.** Two (2) years of experience as a Payroll System Coordinator or Payroll Officer 1 may be substituted for the General Experience.

APPLICATION INSTRUCTIONS: Note: The filling of the position will be in accordance with reemployment, SEBAC, transfer, promotion and Merit employment rules.

Interested and qualified candidates who meet the above requirements should forward a Cover Letter and a signed State Application Form (CT-HR-12) (original **AND** one copy). **Please indicate the position number on the application form** no later than the closing date at the top of this announcement to:

Grace Soares, Human Resources Associate
Office of the State Comptroller
55 Elm Street, 2ND Floor, Room 208
Hartford, CT 06106
Phone: (860) 702-3322
Fax: (860) 702-3324 (If faxing, only one application is necessary.)
E-mail: grace.soares@po.state.ct.us

The State Application (CT-HR-12) may be obtained from the Department of Administrative Services website at: www.das.state.ct.us; or at the Human Resources Office of the Office of the State Comptroller.

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.