

**HIGHER EDUCATION
REQUEST FOR GROWTH POOL POSITION**

INSTITUTION College of the Ouachitas/685

DATE 03/10/2014

<u>CLASS CODE/TITLE</u>	<u>CLASSIFICATION REQUESTED</u>	<u>GRADE</u>
A090C		C115

I HEREBY CERTIFY THAT:

- A. The position requested is a full time position that is critical to the operation of the institution and will not be used for any other purpose than that which is outlined in the position description and the narrative justification of the position submitted on page 2 and page 3 of this request.
- B. Sufficient funds are available to fund this position at the requested grade.

Rhonda Smith	03/10/2014	Dr. Stephen Schoonmaker	03/10/2014
<u>INST PER REPRESENTATIVE</u>	<u>DATE</u>	<u>INST PRESIDENT/CHANCELLOR</u>	<u>DATE</u>

OFFICE OF PERSONNEL MANAGEMENT - RECOMMENDATION

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>
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LEGISLATIVE COUNCIL/JBC REVIEW DATE

FAVORABLE UNFAVORABLE

POSITION DESCRIPTION

(1) % of TIME AND WORK PERFORMED

NOTE: Indicate % of time for each example of work, single space within each example of work and double space between examples.

- 25% Processes regular and supplemental biweekly payroll for all employee groups
- 10% Distributes payroll checks and supporting documents, and prepares biweekly payroll reports and deposits
- 25% Processes wide variety of payroll documents, researches and resolves deisrepancies
- 10% Interprets and applies changing IRS regulation, health insurance, and other withholdings
- 15% Prepares payment for deductions of retirement, taxes, federal & State, and other voluntary deductions
- 5% Prepares Quarterly and Annual Employment Reports for state and federal
- 5% Assist auditors by providing supporting documentation or information for annual audits
- 5% Participates in workships, in-service training, developing policies and procedures for payroll.

(2) Name and title of your immediate supervisor:
Jackie Holloway, Controller

(3) Payroll titles of employees supervised and number of employees per title. If employees supervised, enter "None":
None

(4) Machines or equipment used regularly in your work. Give percent of time spent in operation of each.

75%	Computer, printer
10%	10 key
15%	scanner
%	

(5) Basic Qualifications

Education, general:	Associates degree
Education, special or professional:	BA preferred
Experience, length in years and kind:	3 years in payroll processing or payroll accounting
Licenses, certificates, or registration	
Special knowledge, abilities and skills:	
Physical Requirements	

NARATIVE JUSTIFICATION

The original job description for the position that we now have, payroll technician, was written in 1995. Currently the college processes payroll for over 200 employees, half of which are adjunct and part-time employees that change on a semester basis. This position performs a broad range of complex duties to ensure the accuracy of payroll calculations and processing of the College's payroll; maintains and provides detailed information to employees for specific payroll functions; prepares expenditure transfers ;calculates estimated fringe benefit costs for employees, under direction, makes technical decisions requiring application and interpretation of data, facts, procedures, policy, and law; and interpret and apply Federal and State regulations, College policies and Procedures

As the size of the college has grown over the years so has the scope of responsibilities for the position. As the job requires a lot more skill and responsibility than was previously needed, it is felt that the position should reflect that.

