MERIT PROMOTION

JOB OPPORTUNITY

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Announcement Number:	06-441
Position Title:	**Supervisory Payroll Specialist**
Series and Grade:	PG-0501-13
Salary Range:	$77,353.00 - $100,554.00 PA
Promotion Potential:	None
Opening Date:	06/09/06
Closing Date:	06/22/06
Location of Position:	Office of Comptroller, General Accounting Division, Cash Management Services, Payroll Section, Washington DC
Number of Openings:	One (1)
Type of Appointment:	Permanent
Work Schedule:	Shift 1
Who May Apply:	Permanent GPO Employees Only

MAJOR DUTIES:

Serves as Chief of the Payroll Section responsible for planning and directing agency payroll and related cash management functions including payroll preparations, electronic funds transfer, Supervises the control and maintenance of records for the daily, weekly, and biweekly processing of data for biweekly payroll; maintenance of accountability of pay compensation; verification and correction of weekly summaries of pay and non-pay hours; preparation of Journal entries and disbursement vouchers supporting pay actions; certifying/approving officer records for Time and Attendance sheets; and maintenance of the automated GPO employees leave system. Supervises the control of buy-back of leave including SIA and workers' compensation; the computation of monies owed/indebted for separated employees; the computation, preparation, and control of the Awards Rolls for suggestions, performance awards, safety awards, etc.; the verification of reemployment annuitants' data and computation of amounts payable to OPM; the verification, changing, and reporting of CSRS and FERS retirement data to ensure correct withholdings and contributions with timely payment thereof; and the control, reporting, and reconciliation of TSP data for employee deductions, Government contributions, and transmission to the National Finance Center. (NFC). Supervises control of Electronic Funds Transfer (EFT) Direct Deposit for employee compensation; the maintenance of the database of bank account numbers; the liaison with financial institutions and employees regarding all aspects of EFT. Acts as liaison with NFC regarding GPO payroll issues. Researches and submits paperwork to NFC on complex issues, and takes action to ensure proper disposition and transmission of payroll documents into the NFC system. Maintains Disaster Recovery readiness in the event of official enactment. Supervises employees including Cash Management Specialist, Civilian Pay Supervisors, Civilian Pay Technicians and clerical employees. Plans and assigns work, evaluates performance, writes performance standards, maintains employee discipline, provides for training, counsels employees and attempts to alleviate work dissatisfactions, interviews candidates for positions, cautions regarding work deficiencies, sets goals for the section and participates in planning for long-term staffing needs.

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QUALIFICATIONS NEEDED:

Applicants must possess 52 weeks of specialized experience equivalent to the next lower grade level. Specialized experience is described as experience supervising the processing of payroll and reconciliation of pay records and other cash management functions, including performing all supervisory responsibilities for assigned staff and has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. All qualification and time-in-grade requirements must be met by the closing date of this announcement.

HOW YOU WILL BE EVALUATED:

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, ability and other characteristic (KSAO) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSAO. When describing your KSAOs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSAO.

You must submit separate narrative response statements for each KSAO with your application package.

Knowledge, Skills, and Abilities and Other Characteristics required for this position:

1. Ability to plan, organize and supervise.
2. Knowledge of National Finance Center (NFC) system in order to ensure timely and accurate processing of payroll.
3. Working knowledge of approaches, methods, and tools used in payroll reconciliations, analysis of payroll issues, and diagnosing and solving technical payroll problems.
4. Knowledge of payroll operations, cash management, and electronic payment principles, techniques, and practices.
5. Ability to communicate policies and priorities to appropriate personnel.

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

Step 1: Complete a resume or an Optional Form 612 "Optional Application for Federal Employment" (OF-612). The OF-612 is available electronically at http://www.opm.gov/forms/pdf_fill/of612.pdf. If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf.

Step 2: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal. Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Business Center in Room C-106.

Step 3: Prepare separate narrative responses to each of the KSAOs listed in this announcement.

Step 4: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO. If sending an application via email, you must include the vacancy announcement number in the subject line and fax/mail all additional documentation by the closing date.

Send Your Complete Application Package to:
Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov

For Additional Information Please Contact:
Human Capital Department
Tyrea M. Mitchell
Phone: (202) 512-1124
TDD: (202) 512-1519

Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

GPO will not pay relocation costs.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.