U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement
REPOSTING-
PREVIOUS APPLICANTS NEED NOT RE-APPLY

POSITION:	**PAYROLL SPECIALIST I**
DEPARTMENT:	**Disbursing Office**
SALARY RANGE:	**$46,178 - $71,577**
CONTACT	Applications for the position must be submitted online; see the link below. If you need an accommodation to submit an application for this position, please contact Human Resources at 202-224-3625 or stop by the Human Resources office at SH231B.
FEDERAL RELAY SERVICE	Speech/Hearing impaired persons may contact the Federal Relay Service at 1 (800) 877-8339 TTY
POSTING DATE:	**September 22, 2015**
DEADLINE FOR APPLICATIONS:	**October 6, 2015** Applications will NOT be accepted after 11:59 p.m.

The new online application can be found in the Employment section of Senate.gov - http://www.senate.gov/employment.

All applicants should complete a Secretary of the Senate Application for Employment and attach a cover letter and current resume to the Human Resources Department at the link listed above. Qualified candidates will be contacted if selected for an interview. Do NOT mail. No phone calls please.

VETERANS' PREFERENCE:

Hiring for this position will be governed by the Veterans Employment Opportunity Act of 1998 ("VEOA"), as made applicable by the Congressional Accountability Act of 1995. Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Secretary of the Senate and who are disabled or who have served on active duty in the Armed Forces during certain specified time periods or in certain military designated campaigns ("veterans") may be eligible to receive a preference over non-veterans in hiring decisions. Family members of veterans may also be eligible to receive a veterans' preference if the veteran cannot claim his or her veterans' preference.

To be eligible for a veterans' preference, applicants must meet all of the requirements set forth in the VEOA and applicable regulations. Those eligibility requirements are summarized in the Application for Veterans' Preference, which may be obtained by visiting www.senate.gov, click "Visitors," then "Employment." The Application for Veterans' Preference will appear under "Secretary of the Senate Office of Human Resources."

If claiming a veterans' preference, an applicant must indicate that he/she is preference eligible on the application or resume and must submit a completed copy of the Application for Veterans' Preference along with the supporting documentation specified on that form. If the Office of the Secretary of the Senate does not receive the Application for Veterans' Preference and supporting documentation by the closing date, the applicant's claim for a veterans' preference may be denied.

Applicants may obtain a copy of the Office's Veterans' Preference in Appointments policy by submitting a written request to vets@sec.senate.gov.

Individuals who are entitled to a veterans' preference are invited to self-identify voluntarily. This information is intended solely for use in connection with the Office of the Secretary of the Senate's obligations and efforts to provide veterans' preference to preference-eligible applicants in accordance with the VEOA. An applicant's status as a disabled veteran and any information regarding an applicant's disability, including the applicant's medical condition and history, will be kept confidential and will be collected, maintained and used in accordance with the Americans with Disabilities Act of 1990, as made applicable by section 102(a)(3) of the CAA, 2 U.S.C. §1302(a)(3). An applicant who declines to self-identify as a disabled veteran and/or to provide information and documentation regarding his/her disabled veteran's status will not be subjected to an adverse employment action, but the individual may be ruled ineligible for a veterans' preference.

All applicants should submit a Secretary of the Senate Application for Employment (and, if applicable, Application for Veteran's Preference and supporting documentation specified on that form), cover letter and current resume to the Human Resources Department at the above address. Qualified candidates will be contacted if selected for an interview. Do NOT mail. No phone calls please.

UNITED STATES SENATE
OFFICE OF THE SECRETARY

PAYROLL SPECIALIST I

Department: Disbursing Office
Reports to: Payroll Systems Manager

NATURE OF WORK

This is administrative support work processing the personnel and payroll actions of the Senate for the Disbursing Office. Work includes verifying the accuracy of personnel/payroll actions, entering data into PeopleSoft and assisting offices with salary computations. Work is bound by Title 2 and Title 5 of the U.S. Code, Office of Personnel Management (OPM) interpretation and guidelines, Secretary of the Senate policies and procedures, Committee on Rules and Administration Handbook, Ethics Committee Rules, and Disbursing Office procedures, practices and guidelines, but requires independent judgment in setting priorities in handling unusual assignments.

ESSENTIAL FUNCTIONS

Examines processes and enters personnel and payroll actions for Senate staff into the PeopleSoft Payroll System; researches Disbursing Office files to obtain information for service verification, as needed.

Researches and responds to inquiries regarding payroll; provides information to office managers and employees on rules, regulations, Senate policies, and Disbursing Office procedures relating to pay; assists office managers in calculating payroll adjustments and overtime for staff members; audits, adjusts and resolves salary-related errors; determines amount and extent of error(s) and follows procedures for collections or repayment; prepares letters to financial institutions to resolve problems with payments.

Administers the provisions of the Student Loan Program; advises staff and interacts with financial institutions, as necessary.

Advises Senate staff of tax and court ordered levies/garnishment of wages; consults Senate Legal Counsel as needed to answer or resolve questions in court orders; provides employee with written explanation of action and the effects of the action; prepares letters to the court or creditors.

Prepares Thrift Savings Plan (TSP) vouchers for transfer of funds to the National Finance Center (NFC); researches and reconciles TSP journal vouchers with the NFC.

Verifies the accuracy of payroll/personnel reports; ensures periodic reports are provided to appropriate persons within the Disbursing Office, the Senate, and agencies or organizations outside

the Senate; manually verifies that proper deduction amounts are being withheld from individual payroll records; and participates in testing new data elements introduced into the Payroll System. Assists with transmission of the semi-monthly payroll.

Maintains current knowledge of the Disbursing Office's Emergency Action Plan (EAP) and Continuity of Operations (COOP) plan; participates in periodic exercises and drills.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and involves everyday risks or discomforts which require normal safety precautions when operating equipment and performing the work. Work is essentially sedentary with occasional walking, standing, bending, carrying items under 25 pounds such as books, papers, small parcels, etc.

MINIMUM QUALIFICATIONS

Work requires a high school diploma or G.E.D. with one to three years of payroll experience; or any combination of education and experience that provides the following knowledge, skills and abilities:

Knowledge of the functions, operations, policies and procedures used by the Senate Disbursing Office to process personnel and payroll transactions.

Knowledge of laws, regulations, Treasury manual, Senate policies and Disbursing Office procedures establishing guidelines and procedures for processing personnel and payroll transactions.

Prior experience with PeopleSoft is a plus.

Knowledge of the Senate's payroll/personnel database and entry, query and reporting functions.

Ability to produce payroll reports, audit, adjust, resolve and reconcile data.

Ability to analyze and interpret data to resolve issues or recommend options.

Ability to accurately compute adjustments to pay.

Ability to use computer and relevant computer software packages.

Ability to follow departmental rules, regulations, procedures and functions.

Ability to professionally handle confidential/sensitive matters and materials.

Ability to communicate effectively, both orally and in writing.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.

The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.

PB: 5 *FLSA: NE* *VEOA: C*

07/27/2015