

PART I

DEPARTMENT OF EDUCATION  
STATE OF HAWAII

8A.407  
8A.409  
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Class Specification for the:

PRE-AUDIT CLERK SERIES

This series includes all positions having, as their essential and major function, the performance and/or supervision of work which requires substantial knowledge of claims auditing procedures and the laws and rules governing such procedures. Performance of work requires substantive knowledge of pre-auditing functions and the ability to apply standard methods and procedures to accomplish the work process. This knowledge typically is gained through on-the-job training or in specialized training courses.

Positions in this series are located mainly in pre-auditing or disbursing offices of the larger State agencies. They are concerned with the functions of examination and verification of payrolls and summary warrant vouchers for accuracy and compliance with legal and procedural requirements, verification of prices of contractual items, verification of receipts of goods or services, and the receipt and deposit of monies received by the department.

Level distinctions within the series are based primarily on two factors. The first factor involves technical complexity which relates to the type of claims examined (whether knowledge can be applied from precedent cases or opinions) and where the decision has considerable impact in terms of organizations affected and monies involved. It provides a measure of the complexities inherent in obtaining and evaluating pertinent facts and the scope of knowledge of laws, rules and regulations applicable in a given work assignment. The organizational setting (i.e. line department or central agency) will have a bearing on this factor.

The second factor involves the scope and intensity of supervisory elements inherent in a position, including the technical complexity of work supervised and whether or not a subordinate level of supervision is required due to the scope and volume of work for which a position has overall accountability.

Work involving the checking of procedures, correct arithmetical extensions or other segments of pre-audit work by itself will not be considered as qualifying for this series. All factors must be considered together with the organizational setting or program.

PRE-AUDIT CLERK I

8A.047

Duties Summary:

Performs the full range of clerical pre-auditing work in a large department involving vouchered claims and/or payroll claims for compliance with federal, State and/or departmental laws, regulations, rules, policies and procedures; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is distinguished by work assignments involving the full range of clerical pre-auditing functions in a large department. Work activities and personal contacts are maintained with the various staffs of the department, vendors and the pre-audit section of the State's central agency.

Examples of Duties:

Verifies and audits items that have been authorized for payment; checks whether correct appropriation symbols and program activity have been charged; checks for compliance with departmental, State and/or federal fiscal procedures; checks whether computations on the purchase order and on the invoices are correct; checks invoices received against cards issued for worker's compensation claims by employees; checks records of attendance reports against payroll master cards; calculates adjustments and makes changes to the payroll register; add and delete names of employees; checks social security number, tax code, activities function code, position number, etc.; follows-up on outstanding purchase orders, missing and/or incorrectly prepared forms documents, discrepancies in amounts, reports, etc., and resolves or otherwise takes appropriate action; provides assistance and information relating to vouchered and/or payroll claims to departmental personnel; maintains various records and logs such as travel control logs/records, leave and/or attendance records, etc.; may supervise lower-level clerical subordinates.

Knowledge and Abilities Required:

Knowledge of: Arithmetic, instructions and procedures for preparing and processing payrolls and vouchers, papers and documents necessary to accompany vouchers, filing methods, office practices and procedures.

Ability to: Make and verify arithmetical computations rapidly, understand and follow oral and written instructions, operate calculating and adding machines, establish effective working relationships with others.

PRE-AUDIT CLERK II

8A.409

Duties Summary:

Examines, prior to payment, all vouchered claims against the State for propriety of the charge against the appropriation indicated and for compliance with statutes, policies, rules and regulations; and/or examines, prior to payment, all payroll claims against the State for compliance with laws, rules, regulations and policies as established for employees under the merit system and employees exempted from the merit system or supervises and participates in performing the full range of clerical pre-auditing work in a large department involving vouchered claims and/or payroll claims for compliance with federal, State and/or departmental laws, regulations, rules, policies and procedures or under the supervision of a higher-level pre-audit clerk, supervises the full range of clerical pre-auditing work in a large department involving vouchered claims and/or payroll claims for compliance with federal, State and/or departmental laws, regulations, rules, policies and procedures; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects the work of three types of positions:

Type 1: A position of this type is generally located in the State's central agency and has the primary assignment of pre-auditing all voucher and/or payroll claims submitted for payment by all departments and agencies. The work involves the examination of voucher and/or payroll claims submitted for payment by all departments and agencies. The work involves the examination of voucher claims and/or payroll claims where knowledge can be applied from precedent and opinions of the Attorney General, court orders and other laws, as well as policies, rules and regulations.

Type 2: A Type 2 position supervises and participates in performing the full-range of clerical pre-auditing work for a large department involving vouchered claims and/or payroll claims. Work activities and personal contacts are maintained with staff of the department, vendors and the pre-audit section of the State's central agency.

Type 3: This type of position is responsible for the full-time supervision of the full range of clerical pre-auditing work for a large department involving vouchered claims

and/or payroll claims. The work is performed under the general supervision of a higher-level pre-audit clerk or an otherwise technically competent supervisor.

Examples of Duties:

Examines voucher claims to determine its validity as to available appropriations, proper coding, correct funding, etc.; reviews for propriety previous fiscal year's claims prior to payment; examines travel vouchers for compliance with established procedures and with any advances made; reviews expenditures in excess of \$4,000 for compliance with law; examines workers' compensation claim vouchers for correct funding and for compliance with the award litigation; processes liens and warrants of distraint in behalf of the Tax Director and other interested government agencies against vendors' vouchered claims; examines payroll claims to determine the validity of payments to employees; verifies all computations of gross salary for new hires, terminations, leaves without pay, increments, promotions, etc., against personnel transaction documents; examines workers' compensation payments for compliance with laws, proper appropriations and correct coding; audits vacation and sick leave records for transfer appropriations and correct coding; audits vacation and sick leave records for transfer of credits; maintains control of all mandatory and voluntary deductions from the compensation of State employees; makes deductions from employees' salaries; answers telephone inquiries from employees, departments and various organizations with regard to payroll and deductions information; supervises lower-level pre-audit clerks; trains and assists subordinates; reviews and evaluates the work of subordinates; monitors and maintains computerized departmental accounting, reporting and management information system for expenditures and/or maintains a computerized departmental payroll system; submits claims for processing warrants; batches and controls data entries; checks and verifies reports, documents, etc., makes corrections and informs departmental staff and/or notifies staff of requirements and follows-up for compliance.

Knowledge and Abilities Required:

In addition to knowledge and abilities required at the next lower level, must have the ability to apply laws, rules and regulations enforced by all agencies as well as fiscal policies set by the administration. For some positions, must have the ability to supervise and train lower-level employees.

PRE-AUDIT CLERK III

8A.409

Duties Summary:

Supervises and participates in performing the full range of pre-auditing work in the State's central agency; examines all contracts prior to certification of funds by the comptroller; reviews and controls electronic data processing input and output data; or supervises the full range of clerical pre-auditing work in a large department involving vouchered claims or payroll claims for compliance with federal, State and/or departmental laws, regulations, rules, policies and procedures; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects the work of 2 types of positions:

Type 1: A Type 1 position is a working supervisor located in the State's central agency. Such a position is distinguished by assignments of extreme difficulty where usually there are no precedents or directly applicable guidelines, rules or directives, and where the decision has considerable impact in terms of organizations affected and monies involved; and/or by its primary assignments on the review and control of electronic data processing input and output of payroll data for accuracy, completeness and propriety, and its supervision and participation in the examination of all claims.

Type 2: A Type 2 position is a full-time supervisor located in a large department. Such a position is responsible for supervising the full range of clerical pre-auditing work involving vouchered claims or payroll claims. A position of this type works under general supervision and is responsible for planning, organizing and maintaining the flow and quality of work performed by subordinates, participating in the development and implementation of policies, procedures and work methods and providing expert assistance to departmental staff.

Examples of Duties:

Examines the more difficult and complex voucher claims; examines all contracts prior to certification of funds by the comptroller; verifies contracts for compliance with statutes; advises the Uniform Accounting and Reporting Branch as to the proper appropriation to be charged; prepares documents necessary for the comptroller's approval on contract amendments; audits travel advances and reports, and prepares reports to be used as source documents for adjusting entries in travel accounts; examines subsidies and grants against the State to verify that they are in accordance with

the law; reviews and controls electronic data processing input and output data; analyzes reported errors after payroll runs and takes corrective action; instructs subordinates on proper document control, search techniques and procedures; in certain cases, determines the propriety and validity of payments to employees; explains new procedures, interpretations and application of laws, rules and regulations to departmental payroll clerks; answers inquiries from employees and departments pertaining to payroll matters; assists in the drafting of departmental instructions and procedures; when requested, represents the branch in meetings with departmental payroll and fiscal personnel; trains new employees; instructs and advises staff on new procedures, rules, regulations, laws, contract provisions, etc; plans and organizes work to maintain quality and work flow; participates in the development and implementation of policies, procedures and work methods; prepares drafts of instructions and memos; provides expert assistance to departmental staff; prepares and/or coordinates the preparation of reports.

Knowledge and Abilities Required:

In addition to knowledge and abilities required at the next lower level, must have the ability to train and supervise new employees.

PRE-AUDIT CLERK IV

8A.412

Duties Summary:

Plans, organizes and coordinates the pre-audit, vouchering and cashiering activities of a large department; or plans, organizes and coordinates, through subordinate supervisor, work of the payroll or voucher claims section in a large department; or plans, organizes and coordinates work of the payroll or voucher claims section in the State's central agency.

Distinguishing Characteristics:

This class reflects the work of 3 types of positions:

Type 1: A Type 1 position is distinguished by its responsibility for the full-time supervision of work activities relating to the pre-audit, vouchering and cashiering activities of a large department. Such a position is responsible for supervising the processing of all expenditure claims against the department including payrolls.

Type 2: Type 2 positions are responsible, through subordinate supervisors, for supervising the activities of a large department's payroll or voucher claims section.

Type 3: Type 3 positions are responsible for a particular pre-audit section in the State's central agency and has the authority to make final decisions and ensure compliance by line personnel.

All types of positions in this class work under the general supervision of a fiscal or administrative position and supervise a large staff of clerical employees.

Examples of Duties:

Plans and organizes all pre-audit, vouchering and cashiering activities of a large department, or through subordinate supervisors, the payroll or voucher claims section in a large department or a section of the Pre-Audit Branch in the State's central agency; disseminates circulars, memoranda and other correspondence regarding such activities; sees that the flow of work meets operating deadlines; makes or approves changes in workload, priorities or deadlines; maintains a system of control for authorized travel expenditures including documents of prior approval and final reports; resolves problems of propriety that cannot be resolved by subordinates; supervises the periodic analysis of promptness of divisions and programs in processing claims for payments; instructs subordinates as to new laws, policies and procedures to be followed; develops the procedures for the processing of payrolls of the department; collects, analyzes and evaluates cost and operational data as required; answers inquiries of the divisions, other agencies and employees; supervises the review and examination of all contracts entered into by the State of Hawaii as to compliance with law and executive directives; supervises a group of subordinate clerical workers; submits requests for new or revised computer system requirements; works directly with computer systems analyst to implement new system and/or changes to the system; drafts requests for legal opinions.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the next lower level, must have a good working knowledge of the laws, rules and regulations, policies and established procedures as pertaining to either payroll and/or voucher claim examining, and knowledge of the principles and practices of supervision .

