

**SEPTEMBER 5, 2025**

**JOB VACANCY ANNOUNCEMENT**

**ILLINOIS OFFICE OF STATEWIDE PRETRIAL SERVICES**

<b>POSITION:</b>	Payroll Manager
<b>NUMBER OF VACANCIES:</b>	1
<b>SHIFT:</b>	Monday – Friday, 8:30am – 5:00pm
<b>OFFICE:</b>	Office of Statewide Pretrial Services (OSPS)
<b>COMPENSATION RANGE:</b>	\$91,848 - \$116,340
<b>BENEFITS:</b>	An attractive judicial branch benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave time. <a href="#">Click Here for State Employee General Benefits</a> <a href="#">Click Here for OSPS Summary of Benefits</a>
<b>LOCATION:</b>	Springfield, Illinois
<b>REPORTING RELATIONSHIP:</b>	Chief Fiscal Officer

The Office of Statewide Pretrial Services' (OSPS or Office) is a statewide office that provides pretrial services under the Pretrial Services Act, 725 ILCS 185. The Office's mission is to assist in the administration of justice and promote community safety by ensuring fairness and equality in the pretrial process. OSPS prepares pretrial investigation reports for the courts and supervises individuals released from custody as directed by the court.

**ESSENTIAL DUTIES:** The Payroll Manager is responsible for the management, coordination, and supervision of all payroll functions for the Office of Statewide Pretrial Services (OSPS). This individual works with considerable independence, cooperates with multiple internal and external stakeholders and requires a consistently high level of professionalism. This position is part of the Fiscal Division and performs under the general supervision of the Chief Fiscal Officer.

**FUNCTIONS INCLUDE:**

- Plans, organizes, directs, controls, and communicates payroll functions for the OSPS employees and ensures compliance with all state and federal payroll requirements, policies, rules, and procedures.
- Ensures OSPS staff are paid in accordance with the pay date schedule(s) provided by the Illinois Office of the Comptroller (IOC). Ensures timely processing of all payroll updates, additions and changes to include, but not limited to; pay rates, new hires, terminations, voluntary and involuntary payroll deductions.
- Implements, maintains, and reviews payroll processing systems to ensure timely and accurate processing of all payroll transactions including salaries, benefits, garnishments, taxes, and other deductions.

- Assumes responsibility and accountability for accurate payroll records. Prepares bi-weekly, monthly, quarterly and yearly management tracking reports, as well as necessary reports for deduction agencies to include but not limited to, federal, state, social security, retirement, unemployment, the courts and other deduction agencies.
- Completes payroll relevant reports to fulfill inquiries from the IL Supreme Court, US Census Bureau, Social Security Administration, State Retirement System (SRS), IL Dept. of Employment Security (IDES), IL Central Management Services (CMS) and similar other organizations.
- Coordinates with Human Resources and OSPS management teams to address payroll questions or concerns.
- Responds to employees regarding their payroll inquiries.
- Administers special check requests for appropriate situations including the replacement of lost checks and the correction of payments to separated employees.
- Completes necessary payroll reversals in accordance with current procedures developed by the IOC.
- Responds to authorized payroll information inquiries such as verification of employment by the courts, employee requested release of their information, and inquiries from verified State or Federal auditors and or their approved subcontractors.
- Completes SERS reports of retirees, documents and ensures accurate benefit time payouts.
- Processes supplemental payrolls as needed and prepares reports to document the expense outside of a regular payroll and the detail as to why they were necessary.
- Coordinates operational activities with outside agencies (such as CMS, SRS, IDES and the IOC) as required by state mandates, judicial procedures and OSPS guidelines.
- Recommends policy and procedure updates to maintain or improve payroll services to OSPS employees.
- Reviews and advises on state or federal legislation affecting payroll policies and procedures.
- Maintains the payroll calendar, schedules and coordinates changes with the CFO and necessary stakeholders (such as OSPS staff, IOC, CMS, SRS). Serves as a supervisor by providing instructions, setting expectations, observing performance, providing feedback through ongoing and annual performance evaluations, participating in the hiring process, and recommending corrective or disciplinary action when necessary.
- Performs other duties as assigned.

## **EDUCATION AND EXPERIENCE:**

### **Minimum Qualifications:**

1. A Bachelor's Degree in Accounting, Business Administration or a related field, or, equivalent experience working with government payroll processes.
2. Five or more years of professional working experience in a public or private organization.
3. Two or more years of progressively responsible experience working with government payroll processes.
4. Proficient in the use of Microsoft Office products (i.e., Word, Excel, Access, PowerPoint, Outlook).
5. Must possess a valid Illinois Driver's License and demonstrate proof of automobile insurance to operate a personal vehicle on state business, as well as maintain a safe driving record.

6. Effective oral and written communication skills.

**Preferred Qualifications:**

1. Seven or more years of progressively responsible experience working with government payroll processes.
2. Four or more years of progressively responsible experience working with government payroll processes.
3. Three or more years of lead worker or supervisory experience in an administrative office.
4. Ability to positively and professionally interact with co-workers.

**PHYSICAL REQUIREMENTS:**

- Ability to sit for extended time periods.
- Ability to use of a telephone and process written documents.
- Ability to lift and move items, such as paper reams and full banker boxes for filing.

**HOW TO APPLY:**

**Interested individuals should submit a resume and cover letter through the form below.**

**<https://app.smartsheet.com/b/form/cfd6d666f464473185cbbbd0a5b7b361>**

**An OSPS Job Application is not required to apply, but it will be required before final hiring decisions are made. The application can be downloaded from the Join our Team website:**

**<https://www.ilosps.gov/resources/ed0143bf-eaef-45ca-8a93-9c8964e1dd65/osps-job-application.pdf>**

**Any questions about this position or the application process can also be submitted via email at the following address: [HR@iosps.gov](mailto:HR@iosps.gov).**

**EQUAL OPPORTUNITY EMPLOYER**