

REPORTS TO: Payroll Supervisor

POSITION PURPOSE:

Responsible for all elements of PERS reporting, including complex reconciliation between the District's and the State of Oregon's PERS employee retirement data system; identifies and evaluates system limitations, researches and analyzes system & data issues, works with system analysts to implement solutions and test enhancements to the system; responsible for developing spreadsheets/reports and data integrity. Performs work of a variable nature in accordance with generally established procedures and guidelines under general supervision. Assigned duties require the highest level of confidentiality.

ESSENTIAL JOB FUNCTIONS:

1. Responsible for the accuracy of PERS data in the District's system. Reconciles data and resolve anomalies or exceptions between the District and PERS databases. Completes data requests from PERS timely and accurately
2. Researches, interprets and applies PERS rules, policies, procedures and regulations; provides guidance to departments on PERS issues. Determines employee eligibility for PERS and tracks changes.
3. Provides timely and accurate reporting of PERS data files to PERS & District. Analyzes, calculates, and reconciles PERS remittances.
4. Researches and resolves complex reporting issues presented by PERS or employees on individual employee accounts and develop solutions. Reviews, responds to, and resolves unpaid invoices presented by PERS. Coordinates PERS overpayment and refund projects.
5. Researches and monitors PERS changes; identifies system limitations and analyzes issues; evaluates and recommends necessary system and reporting adjustments; works with information technology staff to, implement and test system processes, and changes and enhancements to the system.
6. Participates in the design and development of reports; creates spreadsheets and queries to effectively utilize system data.
7. Assists with establishing and maintaining department procedures necessary for correct PERS data processing and reporting. Ensures conformance with established guidelines, policies, and procedures.

OTHER JOB FUNCTIONS:

8. May participate in a variety of committees and task forces.
9. Performs other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

- Principles and practices of research, problem solving and program evaluation.
- Knowledge of payroll policies, rules and regulations, and processes, especially as related to payroll processing in the public sector or school districts.
- Considerable knowledge of computerized Payroll and HRMS processes, including a variety of computerized data and reporting tools, such as spreadsheet, database, word processing, and query systems.
- Knowledge of modern office methods, practices, procedures and computer equipment.

- Ability to coordinate pertinent information from several sources to maintain accurate data.
- Ability to understand inter-connected system processes and requirements.
- Ability to review and analyze the accuracy of processes and systems and recommend required changes and enhancements.
- Ability to develop and coordinate data compilation methods and procedures.
- Ability to read and understand applicable rules, regulations, and policies.
- Ability to remain current on legislative and other policy changes, especially their impact on Payroll and PERS reporting processes.
- Ability to evaluate situations and issues, and apply applicable problem-solving skills.
- Ability to communicate effectively with others using tact, courtesy and good judgment.
- Ability to exercise confidentiality, tact, diplomacy, and independent judgment in the performance of duties
- Ability to effectively work individually and in a team situation.
- Ability to work with accuracy and attention to detail to meet deadlines.
- Ability to multi-task and work in stressful situations.
- Ability to understand and execute oral and written instructions, policies and procedures.
- Ability to research, compile and analyze complex statistical data and prepare accurate reports.
- Ability to understand and execute oral and written instructions, policies and procedures.
- Ability to operate standard office equipment such as typewriter, computer terminal, word processor, transcriber, calculator and photocopier.
- Ability to make mathematical calculations with speed and accuracy.
- Ability to physically perform assigned duties.

EDUCATION & EXPERIENCE:

Post-secondary degree in Business/Accounting (Bachelor's Degree in Business or Accounting preferred), and three years of responsible experience working with Payroll and HRMS systems, preferably including experience with State of Oregon PERS system. Current relevant work experience may be substituted for education requirement. Or any combination of education and experience, which would provide the applicant with the desired skills, knowledge and ability, required to perform the position responsibilities

WORKING CONDITIONS:

Work for the most part is performed indoors. Lifting may be required, up to 30 pounds.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.