

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: PAYROLL SYSTEMS ANALYST

DEFINITION:

Under general direction, performs complex, advanced level payroll and compensation duties requiring independent judgement and analysis.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Performs a variety of complex accounting duties in the preparation, processing, reconciliation and maintenance of payroll, salary and benefit calculations.

Reviews, creates and disseminates timesheets for days/hours worked, and calculates and records salary adjustments as necessary.

Reviews, researches, reconciles and balances payroll and benefit data for monthly and variable payrolls.

Examines and verifies payroll, benefit, leave and position control data for accuracy, appropriateness and documentation.

Researches and analyzes discrepancies and processes in payroll and benefit issues and takes appropriate corrections.

Researches, processes, calculates and prepares payments for various benefit vendors, tax sheltered annuities (TSAs) state/federal agencies and deduction orders.

Maintains accurate records, mandated documents such as salary schedules, monitors salary and benefit related data; ensures the accuracy of payroll and benefit codes

Prepares a variety of complex payroll related reports as mandated by County office, State, and Federal regulations.

Plans and monitors work production timelines to meet strict deadlines in reporting regulations.

Assists County office departments and staff in interpreting, implementing, applying payroll and benefit laws, rules, regulations, bargaining unit contracts, policies.

Answers inquiries from internal and external clients, resolves problems and recommends solutions as it relates to payroll processing issues.

Provides data for district auditors, and local, State, or Federal agencies.

Assists in the development of new payroll procedures as needed.

Responds to and assists in resolving difficult and sensitive requests or complaints.

Participates in the research, collection and compilation of data for required reporting to State agencies.

Provides information concerning salaries, deductions, voluntary deductions including deferred compensation and tax sheltered annuities.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None.

EDUCATION AND EXPERIENCE:

A combination of education, training and experience that clearly demonstrates possession of the knowledge, and abilities stated above.

Education: Completion of college level coursework in accounting, business, finance or related field.

Experience: Four years of technical payroll experience. California public school district or County Office of Education experience in payroll is highly desirable.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Federal, state and local statutes, and board policy pertaining to school district payroll

General payroll, bookkeeping and record keeping and filing procedures

Principles, practices and procedures of public and business administration, organization, planning management and supervision

Methods and processes of statistical analysis and data reporting

Methods of research, analysis, compilation, and verification of data and preparation of reports

Information services systems

Computer programs such as advanced Excel, spreadsheets, accounting applications and data based programs

ABILITY TO:

Conduct research and analysis of advanced-level payroll data

Identify information needed to understand or address an issue

Prepare clear, concise and accurate payroll, accounting and audit reports required by District, County, State and Federal agencies

Recognize and screen for irrelevancies and misleads in payroll information and reporting

Apply deductive and inductive reasoning and logic to draw conclusions, summaries and recommendations as it relates to payroll

Break down problems into components and recognize interrelationships
 Communicate effectively both orally and in writing
 Interpret, explain, apply, and make recommendations and decisions in accordance with applicable laws, rules, and regulations
 Develop and maintain effective working relationships
 Work effectively independently and as part of a team with minimum supervision
 Organize and prioritize work
 Exercise appropriate judgment in making decisions
 Maintain confidentiality of information
 Demonstrate attendance sufficient to complete the duties of the position as required
 Complete routine tasks thoroughly, accurately and with attention to detail

DISTINGUISHING CHARACTERISTICS:

Payroll classifications are distinguished from other classifications by their specialized subject matter expertise in payroll functions, laws, rules, regulations, and county and district pay policies, procedures, and labor agreements. The Payroll Audit Technician independently performs a variety of payroll accounting work requiring substantial knowledge of audit procedures, payroll systems, laws, and policies. The Payroll Analyst performs complex, advanced level payroll and compensation duties requiring independent judgement and analysis.

WORKING CONDITIONS & PHYSICAL ABILITIES:

WORKING CONDITIONS:

Duties are typically performed in an office setting.
 Occasional travel to other school districts as needed is part of this assignment.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift light objects.

Established	Approved by the Personnel Commission	Revised	FLSA Status	Salary Grade
12/91	12/1991	10/99; 5/06; 09/06; 6/15	Non-Exempt	Classified Support Grade 58