

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: RETIREMENT REPORTING ANALYST

DEFINITION:

Under general supervision, the Retirement Reporting Analyst supports the Retirement Reporting Unit by utilizing PeopleSoft, HCM to produce a wide variety of complex reports; defines systems requirements; assesses the systems needs of the Retirement Reporting Unit and recommends needed improvements and enhancements; provides technical support to Retirement Reporting Unit staff as needed on the use of applications for reporting purposes.

DIVERSITY STATEMENT:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

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:

Designs report formats.

Determines required data to pull from a number of varied sources and manipulates data to produce targeted queries.

Produces and compiles a variety of complex standard report and ad-hoc queries.

Researches, creates and maintains analytical retirement/payroll reports.

Instructs Retirement Reporting Unit staff on how to extract data from the system.

Provides technical support to unit staff.

Supports auditing function by ensuring accuracy of data and reports.

Analyzes, designs, implements, documents, and maintains computer system applications utilized by Retirement Reporting Unit.

Serves as a liaison between the Retirement Reporting Unit and Integrated Technology Services.

Troubleshoots and resolves application or database problems.

Recommends application improvements and enhancements.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None

EDUCATION AND EXPERIENCE:

A combination of education and experience which clearly demonstrates possession of the knowledge and abilities listed below. Typical qualifying experience would include: two years of experience working with systems applications for payroll operations performing comparable duties. Experience must include advanced spreadsheet and database applications. School district, government, or large public agency experience is preferred.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Large-scale, complex computerized information systems and applications

Payroll reporting rules, regulations, procedures, practices, and theories

Database principles and concepts

Methods and techniques of developing reports and queries

Advanced Excel spreadsheet including macros and pivot tables

Advanced Access database

Problem research techniques

ABILITY TO:

Quickly learn the operations and functions of the Retirement Reporting Unit

Create a variety of reports utilizing multiple applications

Operate a computer and related software including advanced spreadsheet and database applications

Manipulate data in the production of reports

Determine data sources and relevant data to produce reports and queries

Analyze complex technical data and draw valid conclusions

Identify improvements for unit processes and supporting systems

Communicate effectively both orally and in writing

Work effectively independently and as part of a team with minimum supervision

Organize and prioritize work

Meet required deadlines

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

WORKING CONDITIONS & PHYSICAL ABILITIES:

ENVIRONMENT:

Office environment

PHYSICAL REQUIREMENTS:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hand and fingers to operate 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: February 2014

Revised: 01/2023

Personnel Commission Approved: February 19, 2014