CLASS TITLE: **PAYROLL ANALYST**

PRIMARY FUNCTION:

Under general supervision plans and directs payroll related modifications to the Integrated Finance and Accounting System (IFAS). Coordinates and implements design improvement of payroll process. Assist with training Payroll staff on new features. Analyzes the payroll system and implements procedures to improve the efficiency of Payroll Services. Supervision may be exercised over work performed by section and other units in implementing changes in payroll procedures.

DIRECTLY RESPONSIBLE TO:

Payroll Manager

EXAMPLE OF DUTIES:

- Plans and directs activities of personnel engaged in auditing, analyzing, and implementing actions related to salary payments, deductions, or payroll accounting and records maintenance.
- Analyzes payroll operations, forms, records, reports, workflow, and distribution for the purpose of developing more efficient systems.
- Acts as liaison between Payroll Services, Personnel Services, Technology Information Services and Bi-tech for payroll related issues.
- Identifies problems in payroll processing by consultation with section heads and from examination of time reports, assignments, benefits, deductions, adjustments and corrections, salary delivery, and reports preparation, and makes recommendations and implements procedures for problems prevention or solution.
- Provides technical expertise regarding assigned functions; formulates and develops policies and procedures related to payroll, employee leave provisions and reporting, general ledger accounting, retirement reporting, and income tax reporting.
- Analyzes union contracts and Board of Education rules and reports, and reviews major payroll and statistical reports.
- Ensures Education Code changes to determine effect on payroll processing and to recommend changes in payroll procedures, forms, and records as necessary.
- Confers with data processing personnel and informs them of changes needed in processing of payroll and related data.
- Gathers and analyzes data related to payroll discrepancies; consults with employees and their representatives and personnel to resolve issues and complaints.
- Analyses accounts, identifies errors, prepares and processes journal entries to reflect accurately the accounts activities.
- Composes bulletins, memoranda, procedural manuals, and reports for Payroll Services and District-wide distribution.

- Provides technical support, direction, and training to section and unit supervisors in implementing changes.
- Develops and presents programs to provide training and information to administrators, time reporters, and other personnel regarding payroll procedures and problem resolution.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Procedures involved in payroll processing, including personnel assignments, time reporting, deduction control, and payroll accounting
- Principles of organization, systems, and procedures
- Education Code and Board of Education rules and regulations, and union contracts as they affect wages, salaries, fringe benefits, and deductions
- Grievance procedures
- Principles of work simplification and forms design
- Training and orientation methods
- Fundamentals of systems analysis for data processing

Ability to:

- Perceive problems in the payroll system and develop procedures to implement changes
- Interpret rules, regulations, policies, and collective bargaining agreements
- Anticipate payroll problems and develop and implement procedures for resolution
- Work effectively with all levels of District employees and employee organization representatives
- Train and supervise employees in systems and procedures implementation
- Design forms and write clear instructions
- Prepare clear, concise reports, correspondences and recommendations
- Make effective oral presentations
- Work collaboratively with dissatisfied individuals

TRAINING, EDUCATION AND EXPERIENCE:

Preferably, any combination equivalent to: bachelor's degree in accounting, finance, economics, public administration, business administration, or related field and three years increasingly responsible experience at a technical or higher functioning level in payroll processing with responsibilities in such areas as operating payroll systems, payments, deductions, personnel assignments, accounting, or systems analysis. Three years of professional-level analytical or managerial experience, including at least two years of experience involving financial analysis or control of District programs, such as workers' compensation.

LICENSES:

Valid California driver's license.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment, driving a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Seeing and hearing to conduct work, speaking to exchange information. Sitting for extended periods of time; reaching overhead, above the shoulders, and horizontally, or bending a waist to retrieve and store files. Reading, writing, and operate computer keyboard.