CLASS TITLE: **PROGRAM ANALYST**

PRIMARY FUNCTION:

Performs advance technical and highly complex duties related to payroll functions for both certificated and classified District personnel and assures prompt and accurate handling of all payroll matters related to workers' compensation. Assists in the direction of work processes and instruction to employees in subordinate positions in Payroll Services as it relates to workers' compensation leave reporting and payroll calculations.

DIRECTLY RESPONSIBLE TO:
Payroll Manager

EXAMPLE OF DUTIES:

- Analyzes payroll operations, forms, records, reports, workflow, and distribution for developing systems that are more efficient.
- Identifies problems in payroll processing of workers' compensation by consultation with section heads and from examination of time reports, assignments, benefits, deductions, adjustments, corrections, salary delivery and reports; and makes recommendations and implements procedures for problems prevention or solution.
- Analyzes union contracts and Board of Education rules and reports as it pertains to workers' compensation leave provision and other related leave provisions.
- Participates in Workers' Compensation Claim file review with third party administrator.
- Ensures Education Code changes to determine effect on payroll processing and 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.
- Composes bulletins, memoranda, procedural manuals, and reports for Payroll Services and District-wide distribution.
- Assists in the direction of work processes and instruction of employees engaged in maintaining payroll records and determining the correct amount of salaries, deductions, and benefits from the records, as it pertains to workers' compensation.
- Answers inquiries regarding complex payroll problems, workers' compensation issues and other employee leave provisions.
- Checks payroll assignments of certificated and classified employees for conformance with pertinent laws, regulations, rules, interpretation, and collective bargaining contracts, as it relates to workers' compensation leave and earnings.
- Investigates and resolves problems involved in Workers' Compensation payment and adjustments, and attorneys' requests and subpoenas.
- Workers' compensation liaison between Payroll, Risk Management and Personnel.
- Trains new employees.

- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES
A Program Analyst assists in training of office clerical employees and performs payroll duties pertaining to workers' compensation.

A Program Analyst directs a clerical unit involved in payroll work, including the analysis of payroll records, application of certificated and classified rules and regulations, extensive public contact, and the correction of errors in payments, deductions, and benefit accruals, with emphasis on workers' compensation.

A Program Analyst performs duties related to the processing of payroll data that require extensive knowledge of certificated and classified rules, procedures, and collective bargaining contracts related to payroll and personnel assignment actions. The duties require extensive contact with District employees.

DESIRABLE QUALIFICATIONS:

Training and Experience:

Preferably any combination equivalent to: bachelor's degree in accounting, finance, economics, public administration, business administration or related field. Three years of 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, workers' compensation benefits and leave reporting, accounting, or systems analysis, including two years involving the preparation of payroll or personnel assignment records and automated payroll systems. 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.

Knowledge of:

- Procedures involved in payroll processing, including personnel assignments, time reporting, deduction control, payroll accounting, and workers' compensation benefits and leave reporting.
- 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 employee leave provisions and deductions
- Grievance procedures
- Principles of work simplification and forms design
- Training and orientation methods

Ability to:

- Perceive problems in the payroll system and develop procedures to implement changes
- Interpret rules, regulations, policies, collective bargaining agreements, and workers' compensation laws
- Anticipate payroll problems, 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

License and Certificates:

- A 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.