SAN MATEO COUNTY OFFICE OF EDUCATION

Excellence and Equity in Education

FLSA: Non-Exempt

SENIOR PAYROLL AND RETIREMENT ANALYST

DEFINITION

Under direction, leads and participates in a variety of complex duties concerning the reconciliation of financial transactions and reports related to the County Office's and related education agency's (e.g., assigned school districts) payroll and taxes, including retirement services; reviews, analyzes, compiles, and audits related payroll data and reports; ensures financial transactions and reports comply with applicable federal, state, and local laws, codes, and regulations; performs the more complex work assignments for the classification series including complex reconciliation and compliance duties for which there are little or no directly related policies, procedures, or past practice which requires the exercise of independent judgment and discretion in establishing work plans, identifying resources, and completing assignments; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the payroll and retirement series responsible for performing the most complex work assigned to the series including the consolidation of payroll data into federal and state reporting. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment for payroll processing. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to process payroll. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Leads and participates in a variety of complex duties concerning the reconciliation of financial transactions and reports related to the County Office's and related education agency's (e.g., assigned school districts) payroll and taxes, including retirement services; reviews, analyzes, compiles, and audits related payroll data and reports; ensures financial transactions and reports comply with applicable federal, state, and local laws, codes, and regulations; drafts and prepares transmittal reports to the Federal and State government.
- Performs the more complex work assignments for the classification series including complex reconciliation and compliance duties for which there are little or no directly related policies, procedures, or past practice which requires the exercise of independent judgment and discretion in establishing work plans, identifying resources, and completing assignments; reviews, researches,

troubleshoots, and resolves related issues and discrepancies including those that require a higher-level of problem solving and subject matter expertise.

- Prepares, maintains, and processes the County Office's and related education agency's payroll including a variety of payroll and retirement system related forms, notices, and records.
- Serves as a technical resource to various internal departments, external agencies, and employees on related issues (e.g., certificated and classified payroll issues, including accounting activities, salaries, retirement plans, other contribution accounts, refunds, and service credit); responds to inquiries and complaints; acts as a mediator and provides information as needed.
- Prepares, processes, reviews, and adjusts payroll and retirement systems reporting (e.g., California Public Employee Retirement System (CalPERS) and California State Teachers Retirement System (CalSTRS)); coordinates with appropriate representatives to ensure reports are submitted accurately and appropriately including researching and processing work orders, resolving report errors and service credits, and preparing appropriate payments and reports.
- Oversees and audits the preparation, processing and maintenance of certificated and classified payrolls (e.g., reviewing information for accuracy, pay history adjustments, identifying discrepancies, making corrections resolving problems, and monitoring payroll/control numbers and checks) to ensure employees are paid in an accurate and timely manner.
- Oversee direct deposit activities including correction requests, pre-note rejects, direct deposit reversal requests, additions and related reports.
- Approves the payroll authorization report for payroll check printing; distributes checks to districts.
- Researches and analyzes service credit problems, payroll transactions, payroll adjustments, memo adjustments, and year-to-date adjustments.
- Observes and complies with all County Office and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in business, accounting, finance, or a related field; and

- Three (3) years of increasingly responsible experience in payroll processing and reporting, including one (1) year at a lead capacity.

Licenses and Certifications:
This position may require employees to travel locally, and specifically, employees must be able get themselves to different locations during their workday. Employees will be responsible for ensuring that they can timely move between locations during their workday either via driving themselves with a valid driver's license or using other modes of transportation, including a ride hailing service, taking a taxi, carpooling, bicycling, etc.

Knowledge of:

- Principles of providing functional direction and training to assigned staff.
- Principles and practices of leadership.
- Payroll and timekeeping practices, procedures, and terminology.

- Payroll processes and employee voluntary/involuntary deductions and retirement reporting processes/requirements as they relate to payroll.
- Employee benefits processes as they relate to payroll.
- Methods and techniques of data collection, research and report preparation.
- Business arithmetic.
- Recordkeeping and retention principles, policies, and procedures.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Office staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Interpret, apply, and explain relevant laws, rules, regulations, policies, and procedures regarding payroll processing, employee recordkeeping, retirement systems, and employee benefits related to payroll processing.
- Perform detailed payroll processing work accurately and in a timely manner.
- Review, post, balance, reconcile, and maintain accurate and confidential payroll records.
- Review payroll and other financial documents for completeness, accuracy, and compliance.
- Make accurate arithmetic computations and generate related reports.
- Understand and follow oral and written instructions.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.