



**CLASSIFIED  
Job Class Description**

Equal Employment  
Opportunity

**LEAD PAYROLL ANALYST**

**DEPARTMENT/SITE: BUSINESS SERVICES**

**Salary Schedule:** Classified Salary Schedule

**Level:** Range 75

**Work Year:** 12 Months

**REPORTS TO: ASSISTANT SUPERINTENDENT,  
BUSINESS SERVICES**

**Date Current Job Description Approved:**

Board of Education effective: May 13, 2026

**JOB GOAL/PURPOSE**

Under the supervision and direction of the Assistant Superintendent, Business Services, to serve as the primary point of contact for the district’s payroll operations. Lead technical and clerical support duties, including the processing and maintenance of payroll functions, records, and reports, and procedures in association with payroll management; Provide accurate and timely services in the processing, auditing, and distribution of the monthly payroll to all District employees. Serves as a knowledgeable resource for employees seeking clarification on pay, compensation, and related payroll matters. Incumbents in this classification provide accurate and timely monthly payroll calculations, and other forms of compensation and payroll services, which in turn directly support student learning.

**DISTINGUISHING CHARACTERISTICS**

This advanced-level, specialized classification is responsible for performing complex technical functions to generate and account for employee compensation, including leaves and absences, withholdings, and voluntary deductions within the monthly payroll cycle. All functions are performed in accordance with applicable laws, regulations, and County Office of Education policies and procedures. Positions in this class are accountable for the accuracy and timeliness of all assigned payroll functions under the general supervision of the Assistant Superintendent of Business Services.

**ESSENTIAL FUNCTIONS, TASKS, AND DUTIES**

- Coordinate and manage comprehensive district payroll functions and reporting, ensuring compliance with all applicable local, state, and federal laws and regulations.
- Perform a variety of complex payroll accounting functions independently to calculate, adjust, and reconcile payroll data for payroll processing for District personnel and substitutes according to applicable laws, regulations, policies, and collective bargaining agreements, and in accordance with established timelines.
- Review, audit, and process timesheets and records, auditing final timesheets against the monthly payroll report.

- Calculate and input salary adjustments, coding, timesheet corrections, and other modifications as needed.
- Calculate and input unpaid leaves and miscellaneous docks/differential pays, special pays, terminations, and leave payoffs.
- Verify proper authorization, budget coding, and accuracy of payroll adjustments, and clear payroll suspense.
- Audit new hires and changes into payroll system for all employees, including attachment to the appropriate position, placement on the salary schedule, assignment to work year, and any extra pay such as stipends or shift differentials.
- Set up employee calendars, days worked, and pay tracks.
- Update all salary schedules annually and as needed, including longevity steps.
- Set up expense distribution according to documentation for budgeted specific hours or full-time equivalency (FTE).
- Set up both statutory and voluntary deductions for Workers' Compensation, direct deposits, tax withholdings, certificated and classified union dues, and other assigned deductions, and input pay line entries for benefit adjustment.
- Responsible for the desk duties of other business office positions upon cross-training.
- Prepare and maintain a variety of mandated records and reports related to employees' leave, timesheets, deductions, tax documents, and assigned activities.
- Set up and maintain filing systems and purge payroll records according to established procedures.
- Receive, sort, and distribute paychecks according to established procedures and guidelines.
- Process special payroll transactions such as corrections, replacements, final paychecks, and retroactive pay as appropriate.
- Communicate with district personnel to resolve payroll issues, researching information, and explaining various policies, procedures, regulations, and requirements affecting pay.
- Respond to requests for clarification on pay, deductions, and adjustments for employees and departments.
- Report year-end taxable benefit amounts for the reconciliation and distribution of W-2/W-2C forms.
- Retrieve and compile information for CalSTRS, CalPERS, Unemployment, and Workers' Compensation claims.
- Research past payroll records in response to inquiries from the County Office of Education, State and Federal agencies, and court subpoenas.
- Process wage assignments, garnishments, and other withholding orders as directed by the court or taxing authorities.
- Adhere to confidentiality in alignment to district and board policies
- Perform other duties and tasks related to this class as assigned.

## **JOB QUALIFICATIONS /REQUIREMENTS**

*(At time of application.)*

### **Knowledge of:**

- Current payroll practices
- Wage and hour laws, California Education Code, FMLA, payroll aspects of SBSD collective bargaining agreements, tax withholding regulations, deferred compensation programs, 125C plans, ACH process, CalSTRS and CalPERS payroll requirements, and wage garnishment procedures
- Methods, practices, and terminology used in fund accounting and school business financial record keeping.
- Computer software, including Google Workspace for Education, Microsoft Excel, Word, and the

County Office of Education payroll system (currently Oracle/Peoplesoft HCM Financial Software)

- Telephone techniques and etiquette
- Interpersonal skills, including use of tact, patience, confidentiality, and courtesy

**Skills:**

- Keyboarding accurately at an acceptable rate of speed
- Use a 10-key calculator accurately at an acceptable rate of speed
- Operate standard office equipment, including use of District-issued computer and District-adopted computer applications and systems (currently includes Microsoft Excel, Word, email, Oracle/Peoplesoft HCM Financial Software, Safari/Firefox, etc.)
- Advanced use of Microsoft Excel to create and maintain complex spreadsheets with formulas and other functions used to track and calculate financial, accounting, and other business data.
- Use correct spelling, grammar, and punctuation
- Perform basic arithmetic calculations quickly and accurately
- Organize, prioritize, and multitask work assignments and deadlines within short timelines and high volume

**Ability to:**

- Prepare and maintain accurate payroll records
- Focus on, and follow through with detailed and complicated salary calculations/adjustments
- Explain to employees all payroll transactions reported on their paychecks
- Maintain, in confidence, sensitive payroll information with respect to employee privacy
- Meet demanding schedules and timelines
- Apply complex policies and pertinent laws, rules, and regulations to payroll, leaves, and voluntary deductions
- Perform computational tasks with accuracy and speed; operate a variety of office equipment including computers, 10-key calculator, and copier
- Work efficiently under pressure with constant interruptions
- Understand and interpret rules and written standards
- Be well organized and detail oriented
- Maintain good customer service relations with District employees
- Meet deadlines and schedules; carry out oral and written instructions
- Establish and maintain effective working relationships with others

**EDUCATION REQUIRED**

A combination of education, training, and experience equivalent to a Bachelor's Degree in accounting, business administration, finance, or a related field that provides the required knowledge and abilities will be considered.

**EXPERIENCE REQUIRED**

Three (3) years of progressively responsible payroll experience, including experience processing complex payroll transactions, maintaining payroll records, interpreting applicable laws and regulations, and utilizing computerized payroll systems. Lead or supervisory experience and experience in a public school district or other public agency environment are highly desirable.

**LICENSE(S) REQUIRED**

Regular travel to other sites will be required to perform assigned duties. Must have reliable means of transportation during work hours.

## **CERTIFICATIONS AND TESTING REQUIRED**

Pass the District's applicable proficiency exam (e.g., written test, oral interview, and/or work sample) for the job class with a satisfactory score.

- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative pre-employment drug screen test at District's expense
  - Pre-employment physical exam at District's expense
  - Negative TB test result plus periodic post-employment retest as required (currently every four (4) years)

## **WORK ENVIRONMENT/PHYSICAL DEMANDS**

*(Must be performed with or without reasonable accommodations)*

- Work is primarily indoors in an office environment and requires sitting for extended periods
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment, and maintain paper files and documents
- Lifts objects such as boxes containing documents and weighing up to 35 pounds
- Kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally, to retrieve and store files and supplies
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and the computer screen
- Incumbents may be exposed to intermittent noise and frequent interruptions.
- Occasional operation of a vehicle to travel within and outside the district for meetings, training sessions, and assisting staff at school sites, and/or additional duties.