

PAYROLL SYSTEMS ANALYST

DEFINITION

Provides technical advice and assistance on all matters pertaining to payroll processing and procedures of the District by analyzing complex payroll data, procedures, controls, and services and assisting in the development and maintenance of complex payroll systems.

TYPICAL DUTIES

Provides technical advice and assistance on all matters pertaining to payroll processing encompassing areas such as salary payments, deductions, time-reporting, tax-deferred supplemental retirement plans, quota accruals and balances, workers' compensation payments and adjustments, and other related areas.

Analyzes and evaluates complex payroll procedures, controls, and information and documentation systems and makes recommendations on improving efficiency of payroll systems.

Writes instructions, procedures, and manuals associated with the implementation and maintenance of payroll systems and conducts training for affected staff.

Develops and analyzes special non-cyclical payroll reports and data.

Analyzes the impact of proposed changes in operating programs and legal mandates on payroll systems and makes recommendations for new or revised payroll systems and related management policies and practices.

Effectively utilizes the capabilities of specialized software programs to facilitate payroll processing, post results, and reconcile differences.

Consults with operating and management and information technology staff in the design of payroll systems to ascertain payroll data and report requirements, resolve complex payroll problems, and facilitate the implementation of new practices and procedures.

Confers with management and information technology staff on the formulation of computerized system plans and specifications.

Resolves substantive problems, discrepancies, and responds to non-routine and/or complex inquiries related to payroll systems.

Acts as a liaison on payroll matters with auditors engaged in regulatory, contractual, and operational audits of District payroll operations.

Writes reports and correspondence containing descriptive, analytical, and evaluative content including the preparation of projections, conclusions, and recommendations for payroll systems.

May supervise assigned professional and clerical payroll staff.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS

A **Payroll Systems Analyst** applies a thorough knowledge of management analysis and payroll accounting to the analysis, development, design, and maintenance of complex payroll systems.

An **Accounting Analyst** applies a thorough knowledge of management analysis and professional accounting to the analysis, development, design and maintenance of accounting systems including account structures, report structures, and procedures governing account transactions and documentation.

## SUPERVISION

General supervision is received from a classified supervisor or administrator. Immediate supervision may be exercised over assigned professional, technical, and clerical staff.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles, practices, systems, and procedures of payroll administration including personnel assignments, time reporting, payroll processing, deduction control, records maintenance and documentation, and payroll accounting
- Capabilities of computer applications, systems, and hardware used in payroll operations
- Current trends and developments in payroll and related fields
- Federal, state, and local laws related to payroll operations
- Board Rules, Personnel Commission Rules, and union contracts as they relate to wages, salaries, fringe benefits, and deductions
- Policies, rules, and regulations related to the State Teachers' Retirement System, the Public Employees' Retirement System, and the Public Agency Retirement System
- Research, statistical, and forecasting methods used in payroll analysis and management
- Principles of business and public administration
- Principles of supervision and training

### Ability to:

- Design and implement comprehensive payroll systems and procedures
- Apply research and analytical techniques to the resolution of complex payroll problems
- Effectively utilize computer equipment and software in the performance of duties
- Analyze complex payroll data and practices and apply pertinent laws, regulations, and principles
- Maintain schedules and meet deadlines
- Express complex concepts effectively in oral and written presentations
- Prepare clear concise instructions, manuals, and reports
- Analyze and evaluate work methods
- Provide leadership and technical assistance to others
- Train others in specialized payroll practices and procedures
- Work independently on assigned projects
- Establish and maintain effective relationships with District staff, and representatives of government agencies and various private organizations

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized four-year college or university preferably with a major in accounting, business administration, finance, public administration, or related field.

### Experience:

Three years of full-time paid professional-level payroll experience which included participation in the design and analysis of complex computerized payroll systems.

### Special:

A valid Class "C" California driver's license.  
Access to an automobile.