

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: PAYROLL ANALYST

DEFINITION

Under general supervision, performs a variety of complex accounting functions in the preparation, processing, maintenance, verification and reconciliation of employee leave information, retirement, payroll/benefit records and payment of funds for county office personnel; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Payroll Analyst class differs from the Accounting Technician class in the following ways: requires expertise in complex accounting and payroll/benefit functions, general principles of accounting, auditing, and payroll, as well as significant, directly related, and progressive experience. Knowledge is applied to technical subject matter. Under direction, makes technical decisions requiring application and interpretation of data, facts, procedures, policy, and law.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

None; provides assistance and guidance to other staff assigned to the section/department.

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Payroll/Benefits

Performs a variety of complex accounting duties in the preparation, processing, and maintenance of payroll, salary, and benefit calculations; collects, analyzes, updates and reconciles payroll and benefit data on a monthly basis; reviews timesheets for days/hours worked, and calculates and records salary adjustments as necessary; examines and verifies payroll, benefit, leave and position control data for accuracy, appropriateness and documentation; researches and analyzes discrepancies and processes appropriate corrections; ensures the accuracy of payroll and benefit codes; researches and processes payroll and benefit adjustment entries; calculate and apply garnishment deduction orders; researches, calculates and prepares payments for various benefit vendors, tax sheltered annuities (TSAs), and state/federal agencies; reviews, reconciles and balances payroll and benefit data for monthly and variable payrolls; assists in coordinating annual open enrollment process including benefits fair; verifies and processes classified sick leave incentive payments; prepares supplemental payrolls as needed; prepares and processes manual warrants; reviews, analyzes and updates salary and benefit projections for accuracy; calculates retroactive salary data as assigned; attends workshops and trainings as directed.

Records Maintenance/ Report Preparation

Maintains accurate records, updates and monitors position control, retirement, salary and benefit related data for Sacramento County Office of Education employees; prepares and processes a variety of accounting forms, including journal entries, transfer vouchers, invoices, and wire transfers; creates and maintains a database to organize, collect and retrieve data into required reporting formats; monitors recordkeeping procedures for accuracy; maintains mandated documents as required including salary schedules; prepares a variety of complex payroll related reports as mandated by county office, state, and federal regulations; creates, disseminates, and audits timesheets for regular, temporary, and substitute employees; scans timesheets and documentation into electronic file system; uses a variety of software applications to create and design reports and spreadsheets; plans and monitors work production timelines to meet strict deadlines in reporting regulations; prepares department correspondence and annual informative notices as directed.

Client Support/Communication

Assists county office departments, districts, and staff in interpreting, and applying payroll, retirement, and benefit laws, rules, regulations, bargaining unit contracts, policies and procedures; answers inquiries from internal and external clients, resolves problems and recommends solutions; refers active and retired employees to other appropriate resources as necessary; provides data for district auditors, district staff, and local, state, or federal agencies; responds to salary verification requests; researches payroll and benefit record keeping issues including sick leave, vacation or

non-contract balances, and performs appropriate action as needed; provides leave, benefit and retirement counseling; provides detailed information in oral or written form on payroll, retirement, and benefits related issues; assists departments and staff in compiling data and interpreting legal reporting requirements and regulations; assists districts with payroll and retirement processing issues; assists in the development of new procedures as needed.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training, and/or experience equivalent to an Associate of Arts degree which demonstrates ability to perform the duties as described, including courses in accounting, business procedures, algebra, math, statistics or related subjects; payroll processing and benefits experience in school district or a public agency preferred.

Knowledge of:

Applicable laws, codes, regulations, standards, methods and practices related to public school payroll systems, retirement systems, and employee benefits; basic accounting principles as related to payroll processing; customer service skills, standard office practices and procedures; advanced skills in software applications related to payroll/accounting systems including Excel; principles and techniques of technical record keeping.

Skill and Ability to:

Research, analyze and retrieve data to prepare and maintain complex payroll records, summaries and reports; reconcile differences within established payroll, benefit, retirement, and accounting systems using critical analysis skills; interpret, explain and comply with negotiated contracts, prescribed laws, rules, regulations, and procedures; monitor, audit, reconcile, and balance a variety of data and transactions; perform mathematical computations quickly and accurately; identify and correct errors; operate a variety of standard office equipment; set up and maintain database files; create spreadsheets and other related forms, reports and documents; use independent judgment to maintain statistical records; communicate effectively in both oral and written form; follow detailed directions; set priorities and organize work to meet deadlines; coordinate a variety of projects simultaneously; work independently and as a team member; establish and maintain cooperative working relationships with those contacted during the course of work; train and coordinate the work of other staff assigned to the department.

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(Previous Title: Financial Analyst)
Approved 3/95
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