

## SENIOR PAYROLL ANALYST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

To perform a wide variety of complex professional analytical and administrative duties in support of the Payroll division; to plan, coordinate, direct, and evaluate assigned systems, procedures and operations; to perform a variety of complex analyses, studies and research projects as requested by higher level staff including analysis impacting City-wide issues and operations; and to perform the full range of complex analytical, financial, and administrative tasks relative to assigned area of responsibility.

### **DISTINGUISHING CHARACTERISTICS**

The Senior Payroll Analyst is the advanced lead classification within the Payroll series. Incumbents in this class are responsible for a wide variety of complex professional assignments and serves as a resource to the Finance Director. Incumbents within this classification work independently in the performance of assigned tasks within the Payroll division.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Finance Director, and Deputy Finance Director.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Performs a variety of complex administrative, operational and analytical duties in support of the payroll division; performs a variety of professional and complex analyses, studies and research projects including those regarding City-wide budget, finance and operating issues.
2. Provides assistance in organizational development in assigned areas; coordinates and participates in organizational studies involving payroll or operational systems, procedures, functions, processes and techniques; identifies issues, collects data, analyzes alternatives and make recommendations.
3. Prepares, reviews, and balances quarterly reports for the city and outside agencies; files quarterly tax returns; drafts, reviews, and submits year-end reports and related year end procedures.
4. Evaluates, reviews, edits, and processes W 2's for the city and outside agencies; prepares transmittal reports for filing W 2's to the Federal and State government.
5. Manages, maintains, and updates employee compensation plans; reviews and oversees data entry of personnel actions in the employee master file, and other duties and activities and activities of payroll staff.
6. Interprets policies, rules, and regulations and responds to inquiries relating to payroll; processes employment verifications, assists employees with individual payroll calculations and payroll

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- related questions, and verifies payment of worker' compensation benefits thorough timecard entry.
7. Prepares, drafts, and edits journal entries for payroll accruals, compensated absences, and other work sheets related to fiscal year end processes; reconciles the general ledger accounts and provides data to auditors.
  9. Implements new systems, methods and procedures; monitors program progress in meeting goals and objectives; conducts updates with management staff to inform and advise on project progress; makes adjustments as necessary.
  10. Participates in budget development and administration for the Payroll Division; analyzes proposed capital, personnel, operating, and maintenance expenditures; prepares reports and analyses related to impact of budgetary decisions; prepares multi-year financial forecasts; maintains related computer applications; tracks and monitors budget expenditures.
  11. Analyzes Federal, State, and local legislative proposals for impact on assigned operations; prepares analysis and briefings on enacted legislation, judicial interpretations, and regulatory agency directives for department compliance.
  12. Coordinates department activities with those of other departments, outside agencies and organizations; serves as the liaison for the assigned department with other departments and outside agencies; negotiates and resolves sensitive and controversial issues.
  13. Participates in the development and implementation of goals, objectives, policies and priorities; recommends and implements resulting policies and procedures.
  14. Provides staff assistance to the Finance Director and Deputy Director of Finance; participates on a variety of committees; prepares and presents staff reports and other necessary correspondence.
  15. Plans, prioritizes, assigns, reviews and participates in the work of staff responsible for providing services and activities in assigned area; establishes schedules and methods for providing assigned services; trains assigned employees in their area of work; ensures work quality and adherence to established policies and procedures.
  16. Prepares grant applications; implements and monitors grant programs; monitors grant expenditures to ensure compliance with grant contractual obligations; submits quarterly and annual reports.
  17. Monitors the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.

**QUALIFICATIONS**

**Knowledge of:**

- Operations and functions of municipal government.
- Operational characteristics, services and activities of assigned program area including administrative, financial and/or operational functions.
- Methods and techniques of data collection, research and report preparation.
- Methods of administrative, organizational, economic and procedural analysis.

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- Methods and techniques of statistical and financial analysis.
- Principles and practices of budget preparation and administration.
- Methods and techniques of grant program administration.
- Principles of supervision, training and performance evaluation as assigned.
- Principles and practices of records management.
- Pertinent Federal, State and local laws, codes and regulations.
- Modern office procedures and methods including computer equipment and supporting word processing and spreadsheet applications.
- Accounting, auditing, and payroll practices and procedures including record keeping, terminology and efficiency.
- Compliance, security, and privacy protocols.
- Benefits, pay class, and bargaining unit knowledge.
- CALPERS and other retirement benefits
- Appropriate laws, rules, and regulations relating to payroll, benefits, retirement, and worker's compensation.

**Ability to:**

- Direct and participate in various complex organizational studies and analyses.
- Understand the organization and operation of the City, assigned department, and outside agencies as necessary to assume assigned responsibilities.
- Perform administrative and analytical activities for assigned programs.
- Collect, evaluate and interpret complex information and data.
- Analyze complex problems, identify alternative solutions and recommend conclusions.
- Review and analyze technical documents and proposals.
- Interpret and apply administrative and department policies and procedures.
- Research, analyze and evaluate programs, policies and procedures.
- Participate in budget development and administration activities as assigned.
- Supervise, train and evaluate assigned staff.
- Maintain accurate records and files.
- Prepare clear and concise administrative and financial reports.
- Operate office equipment including computers and supporting word processing and spreadsheet applications.
- Interpret, apply and explain pertinent laws, policies, rules and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work including City officials and the general public.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Four (4) years of progressively responsible professional payroll experience in a public organization or equivalent.

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**Training:**

Bachelor's degree from an accredited college or university with major coursework in Public Administration, Business Administration, or a closely related field.

**Licenses and Certifications**

Possession of a State of California driver's license.

**WORKING CONDITIONS**

**Environmental Conditions:**

The work environment characteristics described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions with exposure to computer screens, and the noise level is usually quiet.

**Physical Conditions:**

Essential functions may require maintaining physical condition necessary for sitting, standing, and walking for prolonged periods of time and include reaching, bending, and twisting at the waist to perform desk work and operate general office equipment.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit, walk, and stand; talk and hear; use hands to finger, handle, feel, or operate objects, tools, or controls; reach with hands and arms; perform repetitive movements of hands or wrists; stoop, kneel, and bend at the waist; crouch or crawl. The employee is occasionally required to lift up to 25 pounds unaided.

Specific vision abilities required for this job include close vision, distance vision, use of both eyes, depth perception, color vision, and the ability to adjust focus.

**Mental Demands:**

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information, and documents; analyzes and solves problems; uses math, and mathematical reasoning; observes and interprets people, and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions, and multiple concurrent tasks; and interacts with others encountered in the course of work.

**CAREER PROGRESSION**

FROM: Senior Payroll Analyst

TO: