

## **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**

Under direction, to perform a wide variety of complex administrative and analytical support related to payroll and payroll accounting; assist in payroll budgeting and confidential labor negotiations salary and benefit data analysis; develop and analyze payroll reports and records; ensure work quality and adherence to established policies and procedures; utilize a complex payroll system.

### **DISTINGUISHING CHARACTERISTICS**

This is a journey level class within the payroll job series and requires a thorough knowledge of payroll procedures and the ability to exercise sound independent judgement. This position receives only occasional instruction or assistance as new or unusual situation arise and are fully aware of the operating procedures and policies. This class is distinguished from the Senior Payroll Analyst in that the latter possesses a specialized, technical and functional expertise in payroll and performs the most complex duties and responsibilities within the payroll class series.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Finance Director, Deputy Finance Director and Senior Payroll Analyst.

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

#### **Essential Functions:**

1. Prepares and processes the City's payroll; ensuring compliance with City, State, and Federal requirements.
2. Oversees and participates in performing a variety of payroll functions including computerized payroll system data entry, verification and retrieval; calculates paid time off, payroll deductions and related benefits; maintains and updates related files, records and financial ledgers.
3. Provides assistance in compiling and analyzing salary and benefit information for the labor negotiation process.
4. Run reports, process and make payments for CalPERS payroll files.
5. Maintains a variety of payroll files, including premium payments, COBRA contribution, retirement payments, tax files and related records; calculates and processes retirement, insurance and tax payments to outside agencies.
6. Works with Human Resources on a routine operational basis to carry out various confidential personnel transaction, such as salaries, benefits, promotions, hiring, reclassifications, demotions,

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### **Payroll Analyst**

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suspensions, terminations, and other related matters.

7. Prepare quarterly and annual federal and state tax reports; prepare and distribute W-2's.
8. Provides information, as appropriate, on a variety of bargaining unit agreement issues; maintains current salary tables; ensures pay practices comply with bargaining unit agreements. Assists outside auditors with payroll questions and documentation.
9. Develops and implements policies, procedures and controls to ensure compliance with laws, regulations, City policies and generally accepted accounting principles and procedures.
10. Answers a variety of questions from City employees; issues handwritten and direct deposit checks; explains City payroll policies and procedures; releases payroll information to legally authorized agencies.
11. Responsible for maintenance of payroll system
12. Perform internal audits of various payroll areas and prepare materials for the annual financial audit
13. Prepares required State and Federal reports as well as other payroll-related reports and reconciliations for CalPERS and other governmental agencies.
14. Interprets and stays current on regulations, with respect to deductions and tax and other payroll implications, regarding FLSA, State and Federal taxes, CalPERS, and other payroll-related state, federal or contractual regulations and requirements.
15. Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Methods, practices, and terminology used in accounting work, specifically in processing payroll.
- Basic principles and practices of governmental accounting and final record keeping.
- Principles and procedures of public administration and payroll processing.
- Computer systems and software regarding payroll production and calculation.
- Payroll deduction practices and reporting requirements.
- Applicable federal and state laws, rules and regulations including FLSA, FMLA, CFRA, IRS Section 125, IRS Section 457, 414, 415 and related tax and payroll laws.
- Public Retirement Systems (PERS) laws, rules, and regulations.

### **Ability to:**

- Perform a variety of tasks related to the administration of payroll program.
- Interpret and explain City payroll policies and procedures.
- Maintain various payroll files and records.
- Perform administrative and analytical activities
- Research, analyze and evaluate payroll programs
- Prepare clear and concise reports
- Communicate clearly and concisely, both orally and in writing

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**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:**

Two (2) years of related experience in payroll, preferably in a municipal setting

**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**

May require possession of a State of California driver's license, and the ability to maintain insurability under the City's vehicle insurance program.

**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 mathe-

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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: Payroll Analyst

TO: Senior Payroll Analyst