



Title: Payroll Analyst

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to ensure timely administration, reconciliation, and compliance of all payroll processing functions. This is accomplished by processing payroll, resolving all payroll related issues, coordinating between payroll, benefits, and time tracking, developing and producing reports, providing end user support, and working on projects to improve project and system processes. Other duties include completing analytical payroll projects.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Prepares and processes payroll by analyzing and updating changes to employee master data, releasing and verifying main and supplemental payrolls, researching off-cycle wage payments, summarizing, formatting, and posting payroll in accounting components, producing reports, and responding to requests for employee data from various departments and outside agencies, and resolve issues with creditors regarding wage garnishments received.	60%
2	S	Provides business system technical support and expertise by responding to reports of operational problems or request for assistance, assisting end-users with system issues, testing the system after configuration changes or updates, and consulting with technical advisors on possible modifications or deletions within the system.	20%
3	S	Coordinates analysis and reporting by creating and modifying time and payroll reports, responding to ad-hoc query requests, and gathering and analyzing payroll data.	10%
4	S	Conducts training and administration by reviewing and interpreting technical literature, preparing training material and user procedures, and attending technical trainings.	10%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six (6) months/one (1) year of advanced study or training past the high school equivalency. Accredited community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	A minimum of one (1) year of experience performing payroll administration in an organization with multiple bargaining units.
Supervision	Job has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Budget Responsibility	Position has no fiscal responsibility.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	



KNOWLEDGE

- Payroll processes and procedures.
- State requirements for public reporting as it relates to payroll processing.
- Federal and state wage-hour laws, withholding and tax tables
- Garnishment regulations
- Taxable and nontaxable compensation principles.
- Effective payroll system testing processes.
- Record keeping and filing methods and systems.
- Methods and techniques of filing, tracking, recording, and presenting statistical data.
- English grammar, punctuation, spelling, and usage.
- General methods of tactful public communication, able to handle customers inquiries, deal with irate callers, etc.

SKILLS

- Advanced word processing, spreadsheet, presentation and database software.
- Specialized software related to functional area.

ABILITIES

- Perform complex reconciliations.
- Research payroll module problems and possible resolutions.
- Perform research on payroll related accounting issues.
- Learn the District's standard operating procedures, policies, and specialized payroll software.
- Research and resolve technical problems.
- Deal with difficult people and situations confidentially.
- Read, analyze, and interpret District polices and government regulations on payroll processing.
- Handle all internal/external contacts with courtesy, diplomacy, and tact.
- Work well with others.
- Learn District and departmental operating policies, procedures, systems, and methods.
- Organize information clearly and precisely.
- Explain information to others.
- Maintain confidentiality of information.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	Medium	Heavy	Very Heavy
X				
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Observing work duties; communicating with co-workers
Sitting	C	Desk work
Walking	O	To other departments/offices/office equipment
Lifting	R	Supplies
Carrying	R	Supplies
Pushing/Pulling	O	File drawers
Reaching	R	For supplies; for files
Handling	C	Paperwork
Fine Dexterity	F	Computer keyboard
Kneeling	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crawling	R	Under equipment
Bending	R	Filing in lower drawers; retrieving items from lower shelves/ground
Twisting	R	From computer to telephone
Climbing	R	Stairs
Balancing	R	Step stool
Vision	C	Computer screen
Hearing	F	Communicating via telephone/radio; to co-workers/public
Talking	F	Communicating via telephone/radio; to co-workers/public
Foot Controls	N	
Other (specified if applicable)	N	

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	N
Emergency Situation	N
Frequent Change of Tasks	N
Irregular Work Schedule/Overtime	N
Performing Multiple Tasks Simultaneously	N
Working Closely with Others as Part of a Team	N
Tedious or Exacting Work	N
Noisy/Distracting Environment	N
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.