

# STOCKTON UNIFIED SCHOOL DISTRICT

## Payroll Analyst

### **DEFINITION**

Under general supervision, coordinate and perform complex technical and diversified tasks related to preparation and processing of certificated and classified payrolls, personnel transaction documents, interpretation and application of salary schedules, maintenance of payroll records; performs related duties as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from the Payroll Operations Manager and provides technical direction to payroll technician.

**REPRESENTATIVE DUTIES– (Incumbents may perform any combination of the essential functions shown below ((E)). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but, is intended to accurately reflect the principal job elements.)**

Process Contract Balances, speed memos, new hires, terminations, verify that retirement screens are accurately set up, validate that the appropriate screens are set up and the accurate information is populated on the screens. Provide technical direction to payroll technicians to ensure correct application of regulations, laws, guidelines and collective bargaining contracts. (E)

Extract monthly retirement, reconcile and balance with the monthly payrolls. Prepare monthly retirement excel spreadsheet for the Sr. Payroll Technicians. Work with the Payroll manager and Information Services, in regards to any retirement items that are not coming across accurately thorough the payroll or on the Monthly report. Once, the Sr. Payroll Techs have completed their validation of the retirement spreadsheet, balance the report and upload to the retirement agency. Correct any errors that occur during the upload. Reconcile Coordinate and submit PERS/STRS monthly totals to San Joaquin County Office of Education. (E)

Coordinate the running of the payrolls, run and verify all of the payroll edits to ensure no problems occur when the payroll is actually run, audit trial payroll reports, balance hour codes submitted in the payroll, verify retirement and tax calculation. Run the Payroll including printing the warrants and all of the payroll reports. Coordination of issuance of voluntary deductions warrants that need to be sent to outside agencies. (E)

Once approved by the Payroll manager coordinate and submit tax documentation, request the necessary ach transfers to ensure the taxes are paid timely and accurately. Request ach transfer for EFT and Child support. Submit all the necessary paperwork to county auditors and the San Joaquin County Office of Education. (E)

Audit monthly payroll pre-lists, providing edits/corrections to payroll technicians for processing. (E)

Work with Benefits coordinator on any necessary benefit adjustments needed in the Payroll to ensure benefit deductions and contributions are timely and accurate. (E)

Liaison between Information Services and Human Resources Departments regarding data processing system enhancements, revisions and updates. (E)

Calculate, request and clear revolving cash checks for the Payroll Department. (E)

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Work with Payroll manager and employees on salary overpayment adjustments and repayment schedules. Ensure the necessary corrections are captured in the retirement reports. *(E)*

Calculate, coordinate and run any special payrolls such as Retro's or settlements. Coordinate special payrolls for processing. *(E)*

Develop computer-generated reports, which provide statistical analysis of payroll data. *(E)*

Design and develop payroll generated reports. *(E)*

### **QUALIFICATIONS**

#### Knowledge of:

- Accounting principles, procedures and terminology
- General office practices and procedures
- English usage, grammar, punctuation and composition
- Automated human resources/payroll computer systems
- PERS/STRS rules and regulations
- Federal and state income tax laws and regulations
- Personal computer literate

#### Ability to:

- Learn, interpret and apply personnel and payroll policies, laws, regulations, state education code and collective bargaining contracts
- Follow complex verbal and written instructions with a minimum of direction
- Explain procedures clearly and accurately and communicate verbally in situations requiring tact, diplomacy and discretion
- Learn data processing procedures and their application to human resources and payroll functions
- Review and revise the automated human resources and payroll systems under the direction of the Payroll Operations Manager
- Analyze problems and develop effective solutions
- Establish and maintain effective working relationships with administrators, staff and other agencies

#### Experience and Education:

Any combination of education, training and experience equivalent to graduation from high school, including or supplemented by courses in accounting, and Five (5) years progressively responsible payroll experience in a large organization.

#### License and Certificates:

- Possession of valid California driver's license

#### Environment:

- Indoor work environment
- Constant interruptions

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### WORKING CONDITIONS:

#### Physical Demands:

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment
- Hear and understand speech at normal levels and on the telephone with or without hearing aids
- See and read a computer screen and printed matter with or without vision aids
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others
- Sit for extended periods of time
- Bend at the waist
- Reach overhead, above the shoulders and horizontally, grasp, push/pull
- Lift and/or carry up to 25 lbs. at waist height for short distances

#### Salary Placement:

Confidential Unit

Range 24

12-month work year

Personnel Sub: 12/05/17

Board Approval: 12/12/17