

Sacramento County Office of Education Job Description

Classification Title: Senior Payroll Analyst

DEFINITION

Under general supervision, performs complex tasks related to verification, processing, and maintenance of payroll and benefit records for Sacramento County Office of Education (SCOE) personnel; conducts statistical and analytical studies; prepares and assists in the preparation of payroll related reports, statements, and records according to prescribed guidelines; performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The class differs from the Payroll Analyst job class in the complexity of duties and consequences of error. This job class requires the following: specialized subject matter expertise in the most complex payroll, benefits, and accounting functions as well as significant, directly related, and progressive experience. Knowledge is applied to technical subject matter. Under general direction, makes decisions of considerable impact or consequences involving highly specialized and/or technical areas 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/Benefit Functions

Assists in planning and prioritizing the work of internal and external payroll staff; ensures proper preparation and processing of payroll including but not limited to salary, tax payments, quarterly payroll tax returns, benefit deductions, and required annual reports; plans and monitors payroll timelines to meet strict deadlines; establishes schedules and methods for processing payroll and benefits; coordinates and processes annual benefit functions, enrollment, reporting, and required notifications; audits and balances payroll data for accuracy and resolves any discrepancies and deficiencies; implements payroll and benefit policies and procedures; reviews and audits California Public Employees' Retirement System (CalPERS) and California State Teachers' Retirement System (CalSTRS) reporting.

Communication/Records Maintenance

In coordination with department management, acts as a liaison to district, county, state, and federal offices concerning payroll and benefits; provides training and support to school districts as requested; answers questions and provides information to staff, managers, board members, and the general public on payroll and benefit rules, procedures, laws, and contracts; as a team lead, trains and provides guidance to department staff; works with auditors and assists in providing necessary documents as needed; creates, organizes, and maintains files using database and spreadsheet programs; retrieves and organizes data into required reporting formats; prepares and maintains various payroll, benefit and retirement records and reports; monitors the preparation and maintenance of records for Federal and State income tax withholding, tax reports

and transmittals, and related agency requirements; attends conferences, workshops, and meetings as assigned.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training, and experience equivalent to a bachelor's degree which demonstrates ability to perform the duties as described, including courses in accounting, business procedures, math, statistics, or related subjects; recent related experience in a school district, county office of education, or a public agency preferred; increasingly responsible experience in processing complex payrolls, record keeping, and business or personnel analysis.

Knowledge of

Applicable laws, codes, regulations, standards, methods, and practices related to public school payroll and retirement systems; basic accounting principles as it relates to payroll processing; employee benefits; software applications related to payroll/accounting systems; payroll tax concepts and procedures; standard office practices and procedures; Excel, Adobe, and Access; principles and techniques of technical record keeping; video conferencing platforms.

Skill and Ability to

Collect, analyze, and prepare payroll reports and related documentation; research, analyze, and audit data to detect and correct errors or omissions; analyze and reconcile differences within established payroll, benefit, retirement, and accounting systems; operate various computer software applications and standard office equipment; set up and maintain spreadsheets and databases; organize and maintain accurate accounting records; perform complex mathematical computations quickly and accurately; communicate effectively in both oral and written form with diverse groups; provide excellent customer service; set priorities and organize work to meet strict deadlines; coordinate a variety of projects simultaneously; work independently with minimal supervision; act in a lead capacity and as a team member; adapt to changing program needs; train, plan, and coordinate the work of others; establish and maintain positive working relationships with SCOE staff and administrators, school district personnel, outside agencies, and auditors; interpret and explain complex rules, regulations, policies, and procedures pertaining to assigned area of responsibility; make decisions on a variety of complex matters in accordance with established procedures.

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