

Sacramento County Office of Education Job Description

Classification Title: Payroll Analyst

DEFINITION

Under general supervision, performs a variety of complex accounting functions in the preparation, processing, maintenance, verification, and reconciliation of employee leave information, retirement, tax payments, payroll/benefit records, and payment of funds for Sacramento County Office of Education (SCOE) personnel; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Payroll Analyst classification differs from the Accounting Technician classification in the following ways: the Payroll Analyst requires expertise in complex accounting and payroll/benefit functions, general principles of accounting, auditing, and payroll, as well as significant, directly related, and progressive experience and knowledge applied to technical subject matter; under direction, the Payroll Analyst makes technical decisions 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/Benefits

Performs a variety of complex accounting duties in the preparation, processing, and maintenance of payroll, salary, tax payments, and benefit calculations; collects, analyzes, updates, and reconciles payroll and benefit data on a monthly basis; reviews attendance accounting for days/hours worked, and calculates and records salary adjustments as necessary; examines and verifies payroll, benefit, leave, and position control data and tax payments for accuracy, appropriateness, and documentation; reconciles and balances payroll contribution ledgers for retirement, payroll taxes, and principle and interest (P&I) payments; processes tax payments and refunds for districts; confirms monthly estimate and final payments to the California Public Employees' Retirement System (CalPERS) and California State Teachers' Retirement System (CalSTRS); completes quarterly tax reporting to the Internal Revenue Service (IRS) and Employment Development Department (EDD); researches, analyzes, and identifies discrepancies and reporting errors and processes appropriate corrections; ensures the accuracy of payroll, retirement, and benefit codes and allocations; researches and processes payroll, tax, and benefit adjustment entries; calculates and applies garnishment deduction orders; researches, calculates, and prepares payments for various benefit vendors, tax sheltered annuities (TSAs), and state/federal agencies; reviews, reconciles, and balances payroll and benefit data for monthly and variable payrolls; issues monthly health reimbursement checks and processes weekly deposits for retirees enrolled in health benefits; processes deferred compensation retirement plans; assists in coordinating annual open enrollment process including benefits fair; verifies and processes classified sick leave incentive payments; prepares supplemental payrolls as needed; prepares and processes manual warrants; reviews, analyzes and updates salary and benefit projections for accuracy; calculates retroactive salary data as assigned; attends workshops and trainings as directed.

Records Maintenance/ Report Preparation

Maintains accurate records, updates, and monitors position control, retirement, salary, and benefit-related data for SCOE employees; prepares and processes a variety of

accounting forms, including journal entries, transfer vouchers, invoices, and wire transfers; creates and maintains various databases to organize, collect, and retrieve data into required reporting formats; monitors recordkeeping procedures for accuracy; maintains mandated documents as required including salary schedules; prepares a variety of complex payroll-related reports as mandated by county office, state, and federal regulations; creates, disseminates, and audits timesheets for regular, temporary, and substitute employees; scans timesheets and documentation into electronic file system; uses a variety of software applications to create and design reports and spreadsheets; plans and monitors work production timelines to meet strict deadlines in reporting regulations; prepares department correspondence and annual informative notices as directed; maintains records for Unemployment Insurance, Federal and State Income Tax, Social Security, and Medicare.

Client Support/Communication

Assists SCOE departments, districts, and staff in interpreting and applying payroll, tax, retirement, and benefit laws, rules, regulations, and bargaining unit contracts, policies and procedures; answers inquiries from internal and external clients, resolves problems, and recommends solutions; serves as a liaison between districts and CalPERS and CalSTRS; refers active and retired employees to other appropriate resources as necessary; provides data for district auditors, district staff, and local, state, or federal agencies; responds to salary verification requests; researches payroll and benefit record keeping issues including sick leave, vacation or non-contract balances, and performs appropriate action as needed; provides leave, benefit, and retirement counseling; provides detailed information in oral or written form on payroll, retirement, taxes, and benefits related issues; assists departments and staff in compiling data and interpreting legal reporting requirements and regulations; assists districts with payroll, tax payments, and retirement processing issues; assists in the development of new procedures as needed.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training, and/or experience equivalent to an Associate of Arts degree which demonstrates ability to perform the duties as described, including courses in accounting, business procedures, algebra, math, statistics or related subjects; payroll processing and benefits experience in school district or a public agency preferred.

Knowledge of

Applicable laws, codes, regulations, standards, methods and practices related to public school payroll systems, retirement systems, and employee benefits; tax concepts and procedures; basic accounting principles as related to payroll processing; customer service skills; standard office practices and procedures; advanced skills in software applications related to payroll/accounting systems including Excel; principles and techniques of technical record keeping; standard software applications including videoconferencing platforms.

Skill and Ability to

Research, analyze, and retrieve data to prepare and maintain complex payroll records, summaries and reports; reconcile differences within established payroll, benefit, retirement, and accounting systems using critical analysis skills; interpret, explain, and comply with negotiated contracts, prescribed laws, rules, regulations, and procedures; monitor, audit, reconcile, and balance a variety of data and transactions; perform complex mathematical computations quickly and accurately; identify and correct errors; operate a variety of standard office equipment; set up and maintain database files; create spreadsheets and other related forms, reports and documents; use independent judgment to maintain statistical records; communicate effectively in both oral and written form with individuals from diverse groups; follow detailed directions; set priorities and organize work to meet strict deadlines; coordinate a variety of projects simultaneously; work independently and as a team member; establish and maintain cooperative working relationships with those contacted during the course of work; train and coordinate the work of other staff assigned to the department.

Revision approved by Personnel Commission 2/13/24
Revision approved by Personnel Commission 11/10/20
Revision approved by Personnel Commission 9/21/16
Revision approved by Personnel Commission 12/11/12
Revision approved by Personnel Commission 7/15/09
Revision approved by Personnel Commission 3/21/06

Revision approved by Personnel Commission 12/12/00
(Previous Title: Financial Analyst)
Approved 3/95
(Previous Title: Accounting Technician)