



Payroll Analyst

General Information

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| Classification Code: | MGTANL |
| Effective Date: | January 31, 2020 |
| Pay Grade: | C43 |
| FLSA Status: | Exempt |

Position Summary

This position is responsible for managing the centralized payroll services for all City departments and employees. This includes balancing, auditing, and maintaining the payroll & benefit components in the Human Capital Management (HCM) system; troubleshooting & resolving payroll problems; retirement & tax reporting; monitoring federal, state & local laws and legislation to ensure compliance; determining impact upon the payroll system for law or bargaining contract changes; participating in testing & implementation of HCM updates & changes; implementing payroll related provisions of law & labor contracts in the HCM system.

Classification Characteristics

This is the advanced journey level position in the Management Analyst classification. The Management Analyst is a broad professional classification that encompasses incumbents engaged in a wide range of analytical, research, budget management, and program management activities. Management Analysts make process decisions and decide how to best achieve the objectives, standards or guidelines established at higher levels. Management Analyst may include supervision of lower level support staff or lead responsibilities.

The Payroll Analyst is distinguished from the journey level by the complexity, sensitivity and decision making involved and the focus upon complex program management. Duties require the application of advanced professional principles and practices in the assigned area with general guidance provided by the supervisor.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

- 1 Ensures timely and accurate processing of payroll; coordinates and completes processing of the full cycle bi-weekly payroll process including maintenance; time card review and audit; loads timecards and records; reviews and balances calculated payroll figures; troubleshoots inconsistencies and errors; calculates and confirms final payroll; transmits payroll ACH; calculates self-administered benefit withholdings for A/P payment; finalizes payroll journal entries
- 2 Ensures accuracy of employee compensation, benefits, deductions, leave accruals and direct deposits; receives, reviews, verifies and processes time recording data and personnel action forms to prepare payroll for all city employees; audits data for completeness, accuracy and compliance with rules, regulations, and bargaining agreements; updates payroll system records including establishing records for new employees and modifying existing employee data; provides technical assistance to management and employees.

| Essential Duties | |
|-------------------------|--|
| 3 | Ensures accuracy of employee data; reviews entry of new hire records; enters and audits payroll documents, benefit enrollments, deductions, direct deposits, work week & schedule changes, personal action changes and step increases; responds to and manages garnishment, levy & child support orders; researches discrepancies; audits records for completeness, accuracy and compliance with rules, regulations and bargaining agreements |
| 4 | Establishes accurate calculation methods for retirement & final paychecks based on union contract language and City Administrative Regulations; prepares, calculates & finalizes final checks for retirements and terminations using varying union contract language, City Administrative Admin Regulations and BOLI guidelines. |
| 5 | Administers the implementation of pay plan changes, tax changes and benefit changes within the payroll system; creates and maintains payroll system structures, tables and values including earning code structures and tables, deduction code structures and tables, salary tables, benefit tables, leave accrual tables and tax table updates. |
| 6 | Ensures integrity in the functional application of multiple union contracts and non-represented payroll group administrative regulations within the HCM system; updates the payroll system with negotiated union contract and administrative regulation changes as necessary; participates in management/negotiation meetings to assist in developing or updating language for union contracts and assessing impact of proposed and negotiated changes upon the payroll system or current practices. |
| 7 | Prepares, finalizes and files federal, state and local returns and reports related to payroll including tax withholding and retirement contributions; maintains YTD company and employee balances; computes taxes according to established rates; calculates and deposits payroll taxes; ensures compliance with timely tax payments and information reporting; prepares and reconciles W-2's for yearend along with other annual tax reports. |
| 8 | Monitors federal and state laws and legislation to maintain compliance; researches tax changes or new taxes; offers guidance and direction to ensure the City adheres to required legal and or legislative changes. |
| 9 | Coordinates with the IT department for system updates; reviews and tests upgrades prior to implementation; provides recommendations and instruction for development or components needed in new system programming, design, current enhancements or updating; reviews current processes and identifies and participates in creating new processes and features needed in programming or for departments; provides initial implementation training to departments as needed. |
| 10 | Prepares and reviews payroll audit reports and work papers for auditors from various agencies and explains policies, procedures and systems to auditors. |
| 11 | Provides departments and employees training, technical support, consultation, guidance, information and interpretation in regards to collective bargaining agreements, payroll, benefits and administrative regulations; explains procedures; answers labor contract questions pertaining to payroll; communicates with staff from Finance regarding payroll related accounting issues and questions; reviews the payroll back-ups work to ensure accuracy. |
| 12 | Performs other duties and special projects as required and assigned. |

| Functional Specific Responsibilities | |
|---|--|
| -N/A | |

| Qualifications | |
|---|--|
| Training & Experience: | |
| <ul style="list-style-type: none"> • Bachelor's Degree preferably in a related field and 5-8 years of progressively responsible relevant professional experience or an equivalent combination of education and experience. | |

Qualifications

- Must have experience specific to payroll preferably in government, including full cycle payroll program administration and management including HCM system maintenance, processing, multi-union contracts, reporting and preparation of payroll and related components.

Licensing/Certifications:

N/A

Technology Skills:

- Enterprise resource planning ERP software — Oracle PeopleSoft
- Database query reporting
- Electronic mail software —Microsoft Outlook
- Office suite software — Microsoft Office
- Word processing software — Microsoft Word
- Spreadsheet software — Microsoft Excel
- Presentation software — Microsoft PowerPoint
- Document management software - LaserFiche

Knowledge Required:

- **Payroll** – Knowledge of payroll processes and techniques; benefits as they relate to payroll; federal, state and local laws, rules and regulations applicable to payroll taxation and payroll processing; procedures and office practices related to the processing and recording of payroll and financial transactions
- **Mathematics** - Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- **Customer and Personal Service** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Clerical** - Knowledge of modern office practices, methods, and computer equipment.

Skills:

- **Active Listening** - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Reading Comprehension** - Understanding written sentences and paragraphs in work related documents.
- **Speaking** - Talking to others to convey information effectively.
- **Critical Thinking** - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Writing** - Communicating effectively in writing as appropriate for the needs of the audience.
- **Mathematics** - Using mathematics to solve problems.
- **Monitoring** -Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Time Management** - Managing one's own time and the time of others.

Abilities:

- **Mathematical Reasoning** – Ability to use Mathematical skills to add, subtract, multiply, and divide in all units of measure, using whole numbers, fractions, and decimals; to calculate figures and amounts such as proportions and percentages; to apply concepts of basic algebra and geometry to real life scenarios.
- **Information Ordering** - The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Problem Sensitivity** - The ability Interpret and apply Federal and State statutes, laws, rules and regulations applicable to payroll taxation, deductions, payroll calculation in compliance with FLSA and 7K FLSA, PERS statutory reporting and the ability to create processes and procedures to maintain compliance an proper reporting

Qualifications

- **Deductive Reasoning** - The ability to apply general rules to specific problems to produce answers that make sense including the ability to analyze and interpret complex payroll data and information
- **Inductive Reasoning** - The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Number Facility** - The ability to add, subtract, multiply, or divide quickly and correctly.
- **Perceptual Speed** - The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.
- **Selective Attention** - The ability to concentrate on a task over a period of time without being distracted.

Physical Requirements

| Key | None 0% (0 hrs.) | Seldom 1-5% (Up to 1 hrs.) | Occasionally 11-35% (Up to 3 hrs.) | Frequently 36-75% (3-6 hrs.) | Continuous 76-100% (6+ hrs./day) |
|------------------------------|------------------------|----------------------------------|--|------------------------------------|--|
| | 0% | 1-5% | 11-35% | 36-75% | 76-100% |
| BODY POSITIONS | | | | | |
| Standing | | X | | | |
| Sitting | | | | | X |
| Walking – Even Surface | | X | | | |
| Walking – Uneven Surface | X | | | | |
| Kneeling | X | | | | |
| PUSH/PULL | | | | | |
| | | | | 0-10 lbs. | |
| | | | | 11-20 lbs. | X |
| | | | | 21-50 lbs. | |
| | | | | 51-75 lbs. | X |
| | | | | 76-100 lbs. | X |
| MOVEMENTS | | | | | |
| Bending/Stooping | | X | | | |
| Twisting | | X | | | |
| Crawling | X | | | | |
| Squatting/Crouching | X | | | | |
| Balancing | X | | | | |
| Reach – Overhead | X | | | | |
| Reach – Forward | | X | | | |
| Reach – Backward | X | | | | |
| Climbing – stairs | X | | | | |
| Climbing - ladder | X | | | | |
| ENVIRONMENTAL HAZARDS | | | | | |
| | | | | Indoors | |
| | | | | Outdoors | X |
| | | | | Dust | X |
| | | | | Fumes/Odors/Gasses | X |
| | | | | Chemical Agents | X |
| | | | | Biological Agents | X |
| | | | | Noise – Low | |
| | | | | Noise – Moderate | X |
| | | | | Noise – High | X |
| | | | | Low Light | X |
| | | | | Heat | X |
| | | | | Cold | X |
| USE OF HANDS | | | | | |
| Grasping – whole hand | | X | | | |
| Grasping – pinch grip | | | X | | |
| Fine manipulation/feeling | | | X | | |
| Keyboarding | | | | X | |
| LIFT/CARRY | | | | | |
| 0-10 lbs. | | | X | | |
| 11-20 lbs. | | X | | | |
| 21-50 lbs. | X | | | | |
| 51-75 lbs. | X | | | | |
| 76-100 lbs. | X | | | | |
| JOB SPECIFIC | | | | | |
| | | | | Driving – vehicle/equipment | X |
| | | | | Operate foot controls | |
| | | | | Seeing | X |
| | | | | Talking | X |
| | | | | Hearing | X |

| Physical Requirements | | | | | | | | | | | |
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| | | | | | | | Extended work hours | X | | | |

| Classification History | | | | | | | | | | | |
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- 2009.06 – Draft prepared by Fox Lawson & Associates, LLC (CC)
- 2010.11 – Revisions by HR
- 2011.07 – Adopted
- 2020.01 – Job Description prepared