

**CLOVIS UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>Position:</b>	Payroll Analyst	<b>FLSA:</b>	Exempt
<b>Department/Site:</b>	Payroll	<b>Salary Grade:</b>	31
<b>Reports to/Evaluated by:</b>	Payroll Manager	<b>Salary Schedule:</b>	Classified Management

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**SUMMARY**

Coordinates and manages in the operations of the districts payroll retirement system maintenance, process, reporting, compliance and auditing. Initiate and implement business process for continuous improvement.

**DISTINGUISHING CAREER FEATURES**

This is an advanced level position within the payroll department. There is typically no direct line supervision over other staff, although the incumbent may act in a team leader capacity. The position performs work which is complex and technical in nature. Initiate business process for continuous improvement and data integrity. Work with departments, payroll staff and payroll management to apply workflow principles and techniques. Work is primarily performed independently, guided by California Education Code, Board Policy, state pension retirement laws and standard operating procedures. Prospective incumbent must have prior experience. Advancement from Payroll Analyst is possible with the proper level and variety of leadership experience and knowledge.

**ESSENTIAL DUTIES AND RESPONSIBILITES**

- Organize & participate in the operations of District payroll preparation & distribution including retirement compliance and reporting.
- Produce, audit and submit state pension reports. Run various processes from within the payroll system to generate pension reports and edits. Review and audit report for accurate pay rate, earnings, and service credit details. Reconcile and balance various general ledger accounts. Produce and submit final, balanced report to the appropriate state agency.
- Review and research state pension queries and exception reports. Analyze prior reporting details and post required entries as necessary. Respond to email and phone inquiries regarding various state pension membership qualifications. Transmit service credit buyback/purchase file and submit payment to appropriate retirement system.
- Respond to various employee inquiries regarding their retirement system. Provide accurate information to queries regarding an employee’s accumulated service credit, pension calculation formula, service credit buybacks/purchases, etc. If required, review and complete employer portions of employee retirement applications and forms.
- Maintain updates to 403bCompare site administered by CalSTRS.

- Review newly hired employees for proper retirement system placement. Use state retirement systems web based application to determine prior retirement system membership or establish new member accounts. Maintain changes to employee membership data, as required, within the retirement system database.
- Perform a variety of advanced technical payroll duties involved in the processing of the District's payroll. Post and verify various computer entries into the payroll system. Use financial software and SQL Server Reporting Services to run payroll reports.
- Initiates necessary payroll deductions for statutory benefits and retirement.
- Provides technical information and instruction to personnel regarding procedures and methods involved in processing payroll, as it relates to retirement contributions.
- Assist payroll staff in the understanding and application of retirement applications, policies & procedures.
- Provide technical support & communication to payroll personnel on system changes, upgrades & procedures. Trouble-shoot errors within the payroll system to determine the cause & take necessary action to correct.
- Initiate & develop processes regularly to achieve more effective & efficient processes within the payroll department. Coordinates, participates & maintains activities in the development & maintenance of integrated payroll systems.
- Performs other duties as assigned that support the overall objective of the position.

## **QUALIFICATIONS**

**Knowledge and Skills:** Requires a knowledge of laws, regulations and procedures that govern payroll and payroll processing. Requires knowledge of pay programs and systems of the District. Requires sufficient human relations skills to convey technical information to all levels of staff. Requires working knowledge of spreadsheet programs. An in-depth technical knowledge an integrated/automated payroll system is desirable. Extensive knowledge of data processing systems and their district payroll applications.

**Abilities:** Requires the ability to perform all aspects of the position. Requires the ability to conduct complex technical research, arithmetic computations and prepare reports. Requires the ability to analyze situations, develop and adopt effective solutions. Must be able to guide staff in a manner which encourages high morale and efficiency.

**Physical Abilities:** Requires sufficient hand coordination to use a keyboard for routine typing and data entry, plus arm/hand movements to retrieve work material s and operate a variety of general office equipment.

**Education and Experience:** Bachelor's Degree in related field supplemented by two (2) years of increasingly responsible experience in state pension retirement reporting, process improvement, technology, human resources, and/or payroll field. Additional experience may substitute for some higher education.