

CLOVIS UNIFIED SCHOOL DISTRICT

Position: Payroll Analyst II

Salary Grade: 37

Salary Schedule: Classified Management

Department: Payroll

Reports to/Evaluated by: Payroll Manager

FLSA: Exempt

SUMMARY

The Payroll Analyst II coordinates and manages district payroll operations, including retirement system maintenance, processing, reporting, compliance, and auditing. This role involves analyzing payroll processes, ensuring data integrity, and providing technical support to payroll staff and district personnel. The Payroll Analyst II also extracts and analyzes data to prepare reports for district committees and external agencies. Employes technical thought and analysis to provide solutions to challenging areas and regulatory requirements.

DISTINGUISHING CAREER FEATURES

The Payroll Analyst II is an expert level position within the payroll department. While there is typically no direct line supervision over other staff, the incumbent may act in a team leader capacity. This role requires subject matter expertise and the ability to communicate payroll information and processes to others in the department and the district. The position involves direct communication with appropriate retirement agencies as needed and performs work that is complex and technical in nature. The Payroll Analyst II initiates business process for continuous improvement and data integrity and collaborates with departments, payroll staff, and payroll management to develop and 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, and requires prior experience. Advancement from Payroll Analyst II is possible with the proper level and variety of leadership experience, knowledge, and formal education.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Alright, here's the list of duties without any sub-bullets:

- Organize, plan and perform 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 servicecredit 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,¹ etc.
- If required, review and complete employer portions of employee retirement applications and forms.
- Confirm employees are assigned to 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.
- Monitors necessary payroll deductions for statutory benefits and retirement.
- Provide technical expertise and direction related to payroll processing and retirement reporting.
- Serve as a resource to personnel regarding procedures and methods involved in processing payroll, as it relates to retirement contributions.
- Train and provide direction to payroll staff in the understanding and application of retirement applications, policies & procedures.
- Provide technical support and 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 and develop processes regularly to achieve more effective and efficient processes within the payroll department.
- Coordinate, participate & maintain activities in the development and maintenance of integrated payroll systems.

- Perform other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

- **Knowledge of:** The position requires a comprehensive understanding of laws, regulations, retirement systems, and procedures that govern payroll and payroll processing. A comprehensive understanding of the District's pay programs and systems is also necessary. Sufficient human relations skills are essential to effectively convey technical information to staff at all levels. Furthermore, the role requires a high-level knowledge of spreadsheet programs, queries, and modern IT concepts. Strong communication skills, both oral and written, along with presentation skills, are needed to explain complex information and train staff in payroll processes. Finally, in-depth technical knowledge of an integrated/automated payroll system and relevant ERP/HCM systems and their district payroll applications is crucial.
- **Abilities to:** Coordinate complex payroll operations and reporting. Analyze payroll processes and identify areas for improvement. Conduct technical research, perform arithmetic computations, and prepare reports. Analyze situations, solve problems, and implement effective solutions. Communicate technical information to various staff levels. Work independently, prioritize tasks, and meet deadlines. Prepare complex analyses of systems and write clear, concise reports. Operate standard office equipment, including computers and keyboards. Requires sufficient hand coordination to use a keyboard and 10-key for routine typing.
- **Education and Experience:** Bachelor's Degree in a related field (e.g., Business, Accounting, Finance). Three years of relevant experience in payroll, including experience in state pension retirement reporting, process improvement, or systems analysis. Experience in a school district payroll office is preferred. Additional experience may substitute for some higher education.

WORKING CONDITIONS

- Work is performed indoors in a standard office environment.
- Requires sufficient hand coordination for keyboard use and office equipment operation.
- Requires visual and auditory acuity for communication.