

PAYROLL ANALYST**DEFINITION**

Under general supervision of the Payroll Manager, performs, prepares and maintains complex and specialized advanced technical, analytical and accounting duties related to payroll; processes Districtwide payroll; prepares and maintains general ledger records; prepares payroll reports, payments and deposits required by outside agencies; provides technical assistance to District staff and responds to employee inquiries regarding payroll; performs general office support duties and other related duties, as assigned.

DISTINGUISHING CHARACTERISTICS

This classification may be involved in coordinating and processing each pay cycle and/or coordinating and processing faculty contracts, and may process payroll, payroll reports, retirement systems, vendor payments and deposits required by outside agencies, as well as serve as lead, training, and backup for other Payroll Support staff. This class recognizes positions that perform a full range of duties, possess technical or functional expertise, and can perform specialized accounting duties under general supervision.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Payroll Manager.

Provides coordination, processing and auditing of various processes; functional and technical support as the operational lead in the Payroll Department providing guidance, training, trouble shooting, and backup processing for the Payroll Specialist and Technician positions. and performs specialized accounting duties.

ESSENTIAL DUTIES

- Coordinate and participate in a series of payroll critical tasks in support of one of the following assigned functions: payroll processing or assignment contract payroll.
- Participate in the audit and processing of each pay cycle, balancing and making necessary corrections to each payroll before printing. After payroll processing of final reports, wire transfers, preparing and transmitting direct deposits, processing tax deposits, payroll settlements for garnishments and retirement invoices, and setting up payroll deduction for employees.
- Participate in entry of pay claims, auditing for proper codes and accurately entering to accomplish desired results; balance payroll run sheet, update records and print and distribute reports to departments.
- Participate in research or investigations of payroll claims, complaints or problems concerning payments, wages and deductions and/or other related payroll issues; make or recommend necessary changes or corrections to resolve problem; prepare documentation as required.
- The training of new and current payroll employees for new processes and procedures.
- Process, audit, maintain and issue RT payroll for Retiree benefits, and BT payroll for Trustees.
- Create and maintain documentation for Payroll and Assignment Contracts/Scheduling.
- Processes calculation of Part time and overload Faculty step movement bi-annually.
- Process overload/adjunct contracts for payment, including reconciliation, trouble shooting with the instruction offices and Departments.
- Coordinate and perform a wide variety of complex, responsible, and confidential technical and administrative duties, including calculating retros, over or underpayments, auditing paperwork

from HR, and collaborating with Accounting to reconcile the salary accruals for 10/12 Faculty summer savings pay.

- Interpret, explain and consult with district staff and departments concerning payroll policies, procedures
- Process step movement for employees eligible to move on their anniversary date
- Participate in special projects as assigned; provide back up for other functions as requested.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Education/Experience, Knowledge and Ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Education and Experience

- **Pattern I**
 - **Experience:** Two years equivalent to Payroll Specialist at YCCD.

OR

- **Pattern II**
 - **Education:** Possession of an associate's degree from an accredited college or university, with specialized training related to computerized payroll and financial record keeping, accounting and employee benefits.
 - **Experience:** Four years of increasingly responsible experience in accounting, payroll record management and reporting.

Knowledge of:

- Federal, state labor and payroll reporting laws, regulations, and practices.
- Methods and practices of payroll processing; financial mathematics and statistics.
- Accounting principles and procedures as relates to payroll.
- Payroll and financial record keeping methods, practices, and techniques.
- Confidentiality requirements related to the use and distribution of personnel and financial records, data, files, and reports.
- Modern office methods, procedures, practices, and equipment including computer hardware, software, and peripheral equipment.

Ability To:

- Organize, prioritize and coordinate work activities in a confidential manner.
- Train, provide technical support and back up for payroll staff.
- Make difficult mathematical calculations with speed and accuracy.
- Interpret, explain, and effectively apply policies and procedures, laws, and rules.
- Research and gather data for use in the preparation of detailed reports, records, and files.
- Compile and maintain accurate and complete records and reports.
- Analyze situations accurately and adopt an effective course of action.
- Operate standard office equipment including desktop computers.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently with general supervision.

- Compose routine correspondence and other written and statistical reports.
- Understand and follow oral and written instructions.

LICENSES AND CERTIFICATES

- None required.

PHYSICAL AND MENTAL STANDARDS

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.
- A video display terminal, computer, FAX machine, telephone, and normal office equipment are used on a regular basis.

Class Adopted: 04/26/13

Class Amended: 7/1/2021