

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Payroll Operations Analyst	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Payroll	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	056 OTBS
ISSUED:	October 28, 2003		

BASIC FUNCTION:

Provide technical assistance in the operation, maintenance, and training related to the payroll functions of the district; maintain and configure payroll and benefits systems; define parameters for payroll operations.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Provide technical assistance in the operation, maintenance, and training related to payroll functions. **E**

Maintain and configure payroll and benefits systems; define parameters for payroll operations. **E**

Provide training to payroll staff in the use of automated systems. **E**

Lead the work of payroll/benefits staff working in specialty areas, including workers compensation, garnishments, and COBRA/retiree billing. **E**

Review complex payroll reports generated by software; determine readiness to produce checks. **E**

Maintain system and definition tables; monitor data systems for validity. **E**

Supervise the execution of batch processes; manage the pay calculation process. **E**

Prepare reports; evaluate outputs. **E**

Confer with district staff at all levels and assist in the resolution of payroll and benefits system problems. **E**

Act as a liaison with other departments to integrate processes; transfer payroll data to general ledger. **E**

Create pay calendars; generate paysheets; reverse paychecks. **E**

Review and analyze payroll error messages and determine necessary response to permit processing to be completed. **E**

Maintain salary schedules; manage leave accruals. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to a combination of training and experience equivalent to graduation from a four year college or university with a major in business or public administration, accounting, or other related field and three years of recent, progressively responsible, full-time payroll experience, including experience in the use of automated payroll systems. Experience in PeopleSoft HCM is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

None

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Complex computerized payroll systems.
District procedures, rules, and regulations.
Technical aspects of field of specialty.
Reading and writing English communication skills.

ABILITY TO:

Provide technical assistance in the operation, maintenance, and training related to payroll functions.
Analyze computerized payroll system problems and recommend solutions.
Interpret system reports and analyze data to identify anomalies.
Train others in the performance of payroll functions and use of automated systems.
Operate standard office equipment including microcomputers and related software applications.
Establish and maintain effective working relationships with others.
Lead and direct the work of others.
Plan and organize work.
Meet schedules and time lines.
Maintain records and prepare reports.
Work independently with little direction.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 3.26.04—PeopleSoft

Job Code 7057

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