

CLASS TITLE: CONFIDENTIAL PAYROLL ANALYST

BASIC FUNCTION:

Under the direction of the assigned supervisor, to provide accurate and systematic payroll services and perform a variety of complex and technical payroll-related duties to assure that District employees are paid according to established guidelines and in a timely manner; process payroll records and monitor data related to classified and certificated employees.

ESSENTIAL DUTIES:

Process and maintain all payroll information for full-time, part-time and substitute certificated and classified employees in a confidential manner.

Work with the District's Human Resources Department to obtain all employee information essential to the payroll process.

Process the District's Personnel Assignment Order directives.

Set up payroll information on all District employees into the County and local payroll systems and update information as needed.

Calculate time sheet earnings for substitute and permanent employees; input calculated amounts into County payroll system.

Prepare adjustment sheets when payroll rates change.

Calculate employee sick leave, leaves of absence, and vacation time payroll records; adjust payroll records due to annual accruals and usage; maintain accurate payroll records with up to date information; adjust payroll earnings due to over usage of leave and vacation time allocated.

Maintain detailed permanent records on employees regarding accumulation and use of sick leave, vacation and other paid and unpaid leaves.

Verify and balance each payroll process and reconcile District and County payroll amounts.

Assemble payroll checks according to school and district office group and distribute; mail payroll checks that have not been picked up.

Work with representatives of CalPERS and CalSTRS, employee unions, employee investment agents and retirement agencies regarding employee payroll calculation information.

Communicate with District personnel in person and on the phone; resolve payroll discrepancies and provide information concerning salaries, deductions, earned vacation and sick days and voluntary deductions.

Perform confidential analysis for labor negotiations.

Prepare confidential employee statistical reports.

Prepares all tax forms relating to payroll matters.

Process earning verifications and final salary affidavits.

Assist in the year-end closing process.

Assist in the District's annual audit process.

Cooperate with the auditors and provide information to them as requested.

Responsible for a wide range of record keeping requirements which require the exercise of considerable judgment, discretion, and accuracy.

Operate a variety of equipment including a calculator, copier, shredder and FAX machine.

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods and practices of payroll record-keeping

Financial and statistical record-keeping techniques.

Modern office practices, procedures and equipment.

Applicable sections of State Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Operations of a County computer system, personal computer and standard business machines.

Oral and written communications skills.

Knowledge and use of computers and assigned software, including Microsoft Excel.

ABILITY TO:

Understand and interpret laws and administrative regulations governing employee payroll information.

Understand and interpret employee union contract agreements.

Work under pressure to meet mandated deadlines.

Multi-task.

Maintain confidentiality.

Communicate clearly both orally and written

Collaborate with other to solve problems

EDUCATION AND EXPERIENCE:

Desire a two-year Associate of Arts degree or certificate of proficiency in accounting and two years of successful work experience in the area of payroll.

Additional related course work, workshops and in-service activities.

Computer literacy.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; subject to constant interruptions and ongoing mandated deadlines.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to retrieve and file materials.

TERMS OF

EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with the Agreement between the Sunnyvale School District and the Sunnyvale Classified and Certificated Association for Management Personnel (SCCAMP).