

VISTA UNIFIED SCHOOL DISTRICT

PAYROLL ANALYST

Purpose Statement

The purpose of a Payroll Analyst is to provide support to department activities with specific responsibility for planning, organizing, and overseeing the timely preparation of the District's payroll; assure the accuracy and maintenance of payroll records; coordinate and maintain the District's position control system; coordinate the daily operations of payroll, including timekeeping and leave accounting; provide training and work direction to assigned staff.

This job reports to the Executive Director of Fiscal Services.

Essential Functions

- Administers leave policies for the purpose of ensuring accurate eligibility and payment information in compliance with legal requirements and contract provisions.
- Assists auditors for the purpose of providing supporting documentation and/or information on internal processes required for the audit.
- Assists departments and sites with the payroll process for the purpose of delivering services in compliance with established guidelines.
- Assists in the coordination of the District's position control system for the purpose of delivering services in conformance with District and department objectives.
- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Collaborates with a variety of internal and external parties for the purpose of conveying and/or gathering information required to perform job functions, implementing and maintaining services, and providing information and/or direction regarding the status of inventory and/or deliveries.
- Coordinates the preparation, audit, and submittal of classified and certificated payrolls and related payroll processes, including retroactive pay adjustments for the purpose of delivering services in conformance with District and department objectives.
- Coordinates the workers compensation payroll process (e.g., processing abatements and overpayments; maintaining absence records, etc.) for the purpose of complying with federal and state law, insurance carrier regulations, and District policy.
- Coordinates with supervisor for the purpose of maximizing the efficiency of the workforce, providing assistance with administrative functions, and assisting in the achievement of department, program, and district goals.
- Maintains a variety of manual and electronic documents, files, and records (e.g., employee records, statistical/financial reports, position control, payroll schedules, eligibility policies, benefits and retirement information, etc.) for the purpose of documenting activities and providing an up-to-date reference and audit trail for compliance.
- Monitors payroll activities and/or program components for the purpose of ensuring compliance with established financial, legal, and/or administrative requirements.
- Prepares local, state, and federal reports (e.g., tax and wage reports, W-2's, statements, unemployment forms, etc.) for the purpose of ensuring compliance with district policies and state and/or federal regulations.
- Researches a variety of topics for the purpose of recommending new programs/services, ensuring program compliance with established requirements, securing general information, and/or responding to requests.

- Resolves discrepancies of payroll information and/or documentation (e.g., incorrect paychecks, tax reports and compliance documents, etc.) for the purpose of resolving discrepancies and identifying procedural problems.
- Responds to a variety of inquiries regarding various procedures and requirements (e.g., payroll procedures, record keeping requirements, interpretation of leave policies, wage garnishments, savings, contributions, direct deposits, deductions, adjustments, etc.) for the purpose of providing information, recommending or implementing a plan of action, and/or resolving issues.
- Trains assigned personnel on payroll procedures and related services for the purpose of providing direction and developing professional skills.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

- applying job-related codes, regulations and laws;
- compiling and analyzing financial and statistical information and data;
- interpersonal skills using tact, patience, and courtesy;
- operating standard office equipment including using pertinent software applications and office technology;
- planning and managing projects;
- preparing and maintaining accurate records;
- using Microsoft Office software applications and Google based platforms.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret technical information; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include:

- applicable payroll software;
- business telephone and email etiquette;
- concepts of grammar, spelling, and punctuation;
- interpersonal skills using tact, patience, and courtesy;
- job-related codes/laws/rules/regulations/policies;
- keyboarding;
- modern office practices and procedures;
- procedures of governmental and public school district payroll;
- principles and practices of accounting and bookkeeping;
- principles and practices of payroll preparation, monitoring, and control;
- recordkeeping and record retention practices;
- safety practices and procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data using defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines;

and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- accuracy and attention to detail;
- adapting to changing priorities;
- analyzing issues and determining an appropriate course of action;
- communicating with diverse groups and individuals;
- displaying tact and courtesy;
- establishing and maintaining effective working relationships with others;
- maintaining confidentiality;
- making arithmetic calculations quickly and accurately;
- meeting deadlines and schedules;
- multitasking;
- planning and organizing work;
- preparing accurate records;
- reading, interpreting, explaining, and following laws, rules, regulations, policies, and procedures;
- setting priorities;
- understanding and following oral and written directions;
- working as part of a team;
- working with detailed information/data;
- working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. The job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: Bachelor's Degree in job-related area.

Equivalency: Bachelor's degree in accounting, finance, or business administration and two years of increasingly responsible payroll experience. San Diego County Office of Education payroll system experience is highly desirable.

Any other combination of education, training, and experience that could likely provide the desired skills, knowledge, and abilities may be considered.

Retention: In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Required Testing

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

Certificates and Licenses

Continuing Educ. / Training

Clearances

Fingerprint and Background Clearance
Drug Test
Tuberculosis Clearance

FLSA Status

Non-Exempt

Approval Date

Established: 04/09/2019

Salary Grade

Classified, Range 60