

PAYROLL ANALYST I
PAYROLL ANALYST II

DEFINITION

To perform professional administrative, financial, budgetary and operational support and analysis as it relates to city-wide payroll and benefits and other activities of the Finance department; to perform research, statistical, and other analytical work; and to fulfill other administrative assignments in functional areas such as contract administration and/or regulatory compliance.

DISTINGUISHING CHARACTERISTICS

Payroll Analyst I – This is the entry level class in the Payroll Analyst series. This class is distinguished from the journey level by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level.

Payroll Analyst II – This is the journey level class within the Payroll Analyst series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Payroll Analyst I

Receives general supervision from assigned management or supervisory personnel.

May exercise technical and functional supervision over technical and administrative support personnel.

Payroll Analyst II

Receives direction from assigned management or supervisory personnel.

May exercise technical and functional supervision over lower level professional and direct supervision over technical and administrative support personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Provide highly complex assistance to management in the development of financial plans and policies for City-wide salary and benefits.

Gather and prepare data for annual financial audit, intermittent audits, and records requests related to salary and benefits.

Provide suggestions for memorandum of understanding language as it relates to payroll and benefits; research and prepare reports in preparation for labor negotiations.

Research, evaluate, and prepare statistical, financial, and demographic data used in reports, studies, surveys and analyses; analyze and make recommendations in the development and administration of payroll related activities including benefits, deferred compensation, retirement/pension, payroll taxes and other related payroll payments.

Process and maintain payroll records and transactions, including employee and assignment costing.

Perform specialized work in analyzing, reviewing and processing of various financial records.

Coordinate and participate in financial and administrative activities of the Finance Department, disbursements division; review and approve a variety of accounting transactions.

Review pending legislation related to payroll activities.

Review, approve and track correspondence with personnel in regard to underpayment or overpayments.

Maintain payroll system controls; balance and record payroll transactions and reconcile to the accounting system; balance various other financial transactions with source documents and controls; perform payroll bank reconciliations.

Maintain professional and technical knowledge by attending educational workshops; review professional publications; establish personal networks.

Provide support to employees, third party contacts, and department timekeepers in regard to payroll and personnel procedures; interpret and explain payroll and city rules and regulations.

Serve as liaison between outside organizations and the City; provide professional guidance with respect to City policies and procedures.

Investigate, analyze, develop and prepare special studies or projects and corresponding documentation and technical reports; make recommendations.

Assist with the selection and management of consultants and contractors; negotiate, develop and administer contracts; approve the work of contractors, ensuring compliance with department

Payroll Analyst I/II

- 3 -

procedures, City policies, and pertinent laws, regulations and ordinances.

Receive, research, and respond to questions or data requests from outside agencies, other City departments and the general public.

Research, document, coordinate and participate in the implementation of new technology including the development of tools, forms, processes and procedures; provide technical support in the maintenance, implementation and use of the City's payroll system and time and attendance system; maintain department intranet and internet pages.

Develop and provide training and serve as system administrator; create and/or test proposed fixes, enhancements and updates to the payroll system and time and attendance system.

Represent Finance Department on committees, outside organizations, and at staff subcommittees as necessary; coordinate technical support activities with other departments, divisions and outside agencies.

May plan, prioritize, assign, and review the work of support staff; participate in the recommendation of the appointment of personnel; provide or coordinate staff training; and work with employees to improve performance.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Payroll Analyst I

Knowledge of:

Principles and practices of organization and administration.

Principles and practices of budget preparation, analysis and administration.

Statistical and graphical presentation methods.

Principles and practices of accounting and financial recordkeeping with an emphasis in payroll.

Labor contracts and their effect on payroll.

Principles and practices of research and quantitative analysis.

Principles and procedures of financial record keeping and reporting.

Technical report writing procedures.

Ability to:

Learn to perform a wide variety of payroll activities, ensuring compliance with City policies and procedures, local, state and federal laws and regulations.

On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent City and department policies and procedures.

Prepare and maintain complete and accurate financial records and reports.

Collect, compile, analyze and summarize written and statistical information and data.

Prepare clear and concise technical and administrative reports.

Analyze situations carefully and adopt effective courses of action.

Use a personal computer and a variety of software applications.

Work with and maintain the confidentiality of information.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

One year of experience in an administrative or technical level in business administration, finance, accounting, public administration or a related field.

AND

Training:

A Bachelor's degree from an accredited college or university, preferably in business administration, finance, accounting, public administration, or a related field.

License or Certificate:

Possession of a valid California driver's license by date of appointment.

Payroll Analyst II

In addition to the qualifications for the Payroll Analyst I:

Knowledge of:

Programs, processes and structure of municipal finance operations.

Principles and practices of accounting and municipal budget development and administration.

Pertinent local, State and Federal laws, ordinances and rules.

State and Federal legislative and regulatory processes.

Principles of project management.

Principles and practices of supervision.

Ability to:

Independently perform professional analytical work in support of payroll unit.

Identify, research, and respond to questions from other City departments, outside agencies and the public.

Prepare, analyze and present technical, financial, and statistical reports and presentations, requests for proposal, contracts and agreements.

Independently analyze situations and data and develop logical conclusions and sound recommendations.

Analyze financial data, fiscal and actuarial reports.

Interpret and explain payroll programs and policies.

Conduct, coordinate, analyze, prepare and present special studies related to payroll.

Respond appropriately to difficult and sensitive matters.

Payroll Analyst I/II

- 6 -

Supervise, train and evaluate assigned staff.

Experience and Training

Experience:

Two years of responsible experience performing duties similar to that of a Payroll Analyst I with the City of Roseville.

AND

Training:

A Bachelor's degree from an accredited college or university, preferably in business administration, finance, accounting, public administration, or a related field.

License or Certificate

Possession of a valid California driver's license by date of appointment.

07-29-23 Payroll Analyst I/II