

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Employee Compensation Analyst	CLASSIFICATION:	Classified Confidential
SERIES:	None	FLSA:	Exempt
JOB CLASS CODE:	9858	WORK YEAR:	12 months
DEPARTMENT:	Employee Compensation	SALARY:	Range 63 Salary Schedule F
REPORTS TO:	Manager II, Employee Compensation	HR APPROVAL: CABINET APPROVAL:	11-30-22 10-31-22

BASIC FUNCTION:

Under general supervision, performs a variety of complex payroll and accounting functions in the preparation, processing, maintenance, verification and reconciliation of employee leave information, retirement, tax payments, payroll/benefit records and payment of funds for district personnel; performs related duties as required. Makes technical decisions requiring application and interpretation of data, facts, procedures, policy, and law. Works interdepartmentally to develop, implement, and maintain payroll processes and procedures. Provide supervision and work direction to others.

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 principle job elements.)

Performs a variety of complex accounting duties in the preparation, processing, and maintenance of payroll, salary, tax payments, and benefit calculations. **E**

Collects, analyzes, updates, and reconciles payroll and benefit data on a monthly basis; Reconciles and balances payroll contribution ledgers for all payrolls; Researches, analyzes, and identifies discrepancies and reporting errors and processes appropriate corrections. **E**

Examines and verifies payroll, benefit, leave, and position control data and tax payments for accuracy, appropriateness, and documentation. **E**

Confirms monthly estimate and final payments to the California Public Employees' Retirement System (CalPERS) and California State Teachers' Retirement System (CalSTRS). **E**

Completes quarterly tax reporting to the Internal Revenue Service (IRS) and Employment Development Department (EDD). **E**

Calculate and apply garnishment deduction orders; researches, calculates, and prepares payments for various benefit vendors, tax-sheltered annuities (TSAs), and state/federal agencies; processes deferred compensation retirement plans. **E**

Prepares supplemental payrolls as needed including manual warrants and calculating retroactive salary data as assigned. **E**

Works interdepartmentally to develop, implement, and maintain payroll processes and procedures; Attends workshops and trainings as directed; Conducts departmental and interdepartmental meetings as needed. **E**

Assists payroll personnel in interpreting, and applying payroll, tax, retirement, and benefit laws, rules, regulations, bargaining unit contracts, policies and procedures; provides training and support to district sites and departments on payroll matters; answers inquiries from internal and external clients, resolves problems, and recommends solutions. **E**

Works with direct supervisor and payroll personnel to ensure appropriate payroll checks and balances, separation of duties, and that all payroll deadlines are met and processed accurately. **E**

Provides data for district auditors, district staff, and local, state, or federal agencies; serves as a point of contact for CalPERS and CalSTRS inquiries. **E**

Researches payroll and benefits record-keeping issues including sick leave, vacation or non-contract balances, and performs appropriate action as needed; provides detailed information in oral or written form on payroll, retirement, taxes, and benefits-related issues; assists departments and staff in compiling data and interpreting legal reporting requirements and regulations; assists with payroll, tax payments, and retirement processing issues. **E**

Maintains accurate records, updates, and monitors retirement, leave, salary, and benefit-related data for Sacramento City Unified School District. **E**

Prepares and processes a variety of payroll and accounting forms, including but not limited to payroll balancing sheets, reconciliations, tax documents, verifications of employment, and quarterly reports; Uses a variety of software applications to create and design reports and spreadsheets. **E**

Creates and maintains a database to organize, collect, and retrieve data into required reporting formats; monitors recordkeeping procedures for accuracy; maintains mandated documents as required. **E**

Prepare payroll-related reports as mandated by county office, district, state, and federal regulations; maintains records for Unemployment Insurance, Federal and State Income Tax, Social Security, and Medicare. **E**

Plans and monitors work production timelines to meet strict deadlines in reporting regulations; prepares department correspondence and annual informative notices as directed. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in related field and six years of increasingly responsible experience in payroll.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- California school district fiscal and payroll procedures, and reporting requirements.
- Local, state, and federal reporting and payroll guidelines, rules, and regulations.
- Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.
- District operations, policies, and procedures.
- Operation of a computer, related software, and standard office equipment.
- Paperless electronic filing systems.

- Research methods, and report writing and recordkeeping techniques.
- Correct oral and written usage of English, grammar, spelling, punctuation, vocabulary, and composition. Interpersonal skills using tact, patience, and courtesy.
- Health and safety regulations.

ABILITY TO:

- Perform the basic function of the position.
- Analyze and interpret complex payroll records, summaries, and reports.
- Reconcile differences within established payroll, benefit, retirement, and accounting systems using critical analysis skills.
- Interpret, explain, and comply with negotiated contracts, prescribed laws, rules, regulations, and procedures.
- Monitor, audit, reconcile, and balance a variety of data and transactions.
- Identify and correct errors; operate a variety of standard office equipment.
- Set up and maintain database files.
- Create spreadsheets and other related forms, reports, and documents.
- Use independent judgment to maintain statistical records.
- Communicate effectively in both oral and written form.
- Follow detailed directions.
- Set priorities and organize work to meet strict deadlines.
- Coordinate a variety of projects simultaneously.
- Work independently and as a team member.
- Establish and maintain cooperative working relationships with those contacted during the course of work.
- Train and coordinate the work of other staff assigned to the department.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office and site environment; drive a vehicle to conduct work; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders and horizontally, bend at the waist, and kneel or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information; see to read and assure accuracy of financial and fiscal records and reports; lift light objects.

SAMPLE HAZARD:

Occasional contact with dissatisfied or abusive individuals.

NOTE: This job class has been designated “Confidential” by the Board of Education in accordance with the Rodda Act.

HEALTH BENEFITS: District pays a portion of the employee’s health benefits through District-offered plans.