



City of Watsonville

Job Description

JOB TITLE: Payroll Analyst

DATE APPROVED: August 29, 2017

DEPARTMENT: Finance

SUPERSEDES: N/A

REPORTS TO: Administrative Services Director or as assigned

SUPERVISION: None

EMPLOYEE UNIT: Mid-Management

FLSA : Non-Exempt

JOB SUMMARY:

To perform a variety of highly responsible, confidential and complex fiscal duties in the areas of payroll and benefit administration.

DISTINGUISHING CHARACTERISTICS

This job class is an advanced lead worker level responsible for the accurate and timely processing of the City's payroll and requires performing the more complex and/or specialized assignments requiring thorough analysis, extensive research, unusual or original solutions, and interdepartmental coordination. Performs related duties as assigned without detailed instructions or guidance and may provide direct or indirect guidance or training to lower level technical personnel.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Review and audit data entry of personnel actions in the employee master file by HR personnel
- Oversee time entry activities by departments and train timekeepers with payroll procedures and policies
- Process the City's payroll; calculates pay, and enters data into payroll system
- Generate, verify, and maintain payroll reports, salary and benefit data
- Research and analyze discrepancies and processes appropriate corrections
- Process benefit billings and payments
- Establish and maintain employee records related to pay, benefits, garnishments, deductions orders, workers comp, state disability insurance, FMLA, posts vacation, sick leave, compensation time off, etc.
- Act as information source to employees regarding deductions, and general payroll policies and procedures; resolves payroll-related problems
- Prepare and distribute accrual balances reports to department heads related to accrual overuse and limits
- File quarterly and year-end tax reports; prepares CalPERS retirement remittances and reports
- Verify, balance and process W2's
- Work with vendor of payroll application software to identify and resolve problems
- Process and verify automatic payroll deposits

- Establish and maintain various controls regarding payroll, benefits and related information as a means of verification prior to payment
- Prepare City's federal and state payroll tax deposits
- Administer the City's section 457 deferred compensation and Section 125 cafeteria plan
- Assist third party administrator, HR, departments and employees with workers compensation process
- Perform internal audits of various payroll areas and prepare materials for annual financial audits
- Develop and implement new procedures and forms to meet changing needs
- Read and apply provisions of City rules and regulations, employee MOU's and CalPERS contracts
- Assist departments and staff in interpreting, and applying payroll and benefit laws, rules, regulations, union contracts, policies and procedures
- Assist HR with routine and confidential duties and issues as needed
- May be asked to assist in recommendations for changes to collective bargaining contract language and other related duties
- Assist in the development of new policies and procedures as needed
- Assist in providing training and/or technical assistance to system users
- Train and coordinate work with Accounting Technician
- Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of payroll preparation and related records and reports
- Automated payroll and timekeeping software programs
- Accounting clerical methods, forms and terminology
- State and Federal laws and regulations relating to payroll taxes
- Proper English usage, grammar, punctuation, vocabulary, and spelling
- Office organization, procedures and practices
- Appropriate laws, rules, and regulations relating to benefits, retirement and workers' compensation
- Proficiency using word processing and spreadsheet programs
- Standard office equipment including but not limited to copier, fax and calculator

Ability to:

- maintain strict confidentiality
- effectively communicate accurate information in courteous manner to staff, government agencies and the general public by phone, in person or in writing
- perform complex financial and statistical recordkeeping assignments
- perform arithmetic calculations with speed and accuracy
- establish and maintain effective work relationships with City staff and the public
- collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgements and decisions
- understand, interpret, explain and apply laws, benefits, rules and policies
- use independent judgment to identify and analyze problems and recommend and implement solutions
- effectively organize workflow and establish priorities to meet frequent deadlines

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- intermittently bend and twist to reach equipment surrounding desk
- move sufficiently to lift boxes, climb ladders and stairs, bend, crouch, kneel, squat or stoop, push/pull file drawers and supplies, reach in all directions
- walk on uneven surfaces
- reach above and at shoulder height
- sit at a desk using near vision for long periods of time
- work indoors in an office environment subject to heat/cold and fragrances
- use a computer keyboard
- grasp files, documents and equipment with right and left hands
- see and hear in the normal visual and audio ranges with or without correction

TRAINING AND EXPERIENCE:

Any combination of training and experience, which provides the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities is:

- High School diploma or GED or equivalent supplemented by college courses and/or seminars in payroll and accounting and;
- Five years of increasingly responsible payroll experience in a public agency.

LICENSE & CERTIFICATION:

- Possession of a valid California Class C Driver's License and a safe driving record