

PAYROLL SYSTEMS ANALYST (UC)DEFINITION

Under general direction, configures the Human Resources Information System/Payroll software to ensure production of an accurate and timely payroll.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Uses the City's HRIS/payroll software to research issues and identify problems concerning the calculation and recording of salaries, benefits and other provisions of employment. Develops custom system calculations and makes corrections to the system as needed. Tests software patches and new releases; evaluates applicability of legislation changes, e.g., to tax tables, and tests upgrades. Tracks and evaluates payroll processing throughout the payroll/benefits lifecycle – system configuration, payroll and benefit calculations, tax calculations, reporting – and provides direction to payroll-processing and personnel staff. Works with in-house technical staff and outside consultants to support the system and resolve complex issues. Interprets legal documents related to payroll including tax regulations, the Fair Labor Standards Act, Public Employees Retirement System law, personnel rules and memorandum of understanding. May assign, supervise, coordinate or review the work of employees and resolve problems arising from work in progress. Researches and recommends system design changes and upgrades based on efficacy of current system, user needs, and labor law. Documents the resolution of day-to-day systems issues relating to personnel and payroll systems requests. Trains users on software, system access and processes, and data integrity. May assist in processing payroll. Performs other related duties as required.

DISTINGUISHING FEATURES OF THE CLASS

This class performs complex work requiring an in-depth knowledge of the City's payroll structure and processing methods, as well as the City's benefits provisions, personnel rules and memoranda of understanding. This class also requires thorough knowledge of the City's HRIS/payroll application and the ability to extract information and adjust the way information is processed by the software. The class does not make changes to the software program itself nor require a knowledge of programming code. This class is not included in any established City job family or career ladder; however, Payroll and Personnel Assistants perform related work at a lower level and without the extensive involvement in system design.

RECOMMENDED MINIMUM QUALIFICATIONS

Three years of experience using HRIS/payroll software; experience with Personality 2000 developed by Highline Corporation is desired. Graduation from an accredited four-year college or university with a degree in business administration, accounting, finance, computer science or a related field, or any equivalent combination of education and experience which provides the following knowledge, skills and abilities:

### DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: payroll methods and practices; personnel administration; HRIS/payroll software; business software such as Microsoft Word, Excel and Access; modern office practices and procedures; federal and state regulations and legislation concerning payroll practices and issues, including taxation, Public Employees Retirement System law, and the Fair Labor Standards Act.

Skill in: use of tools and techniques of payroll system management; manipulation of computers and keyboards.

Ability to: understand the City's personnel and payroll processes and salary & benefit structure; analyze, decipher, interpret and understand the HRIS/payroll software program; research and troubleshoot programmatic issues and problems; devise, apply and test adjustments, corrections and improvements to the application; recognize and anticipate the effects of changes in one area on a variety of other fields within the system; develop and maintain appropriate documentation; interpret legal documents, bargaining agreements and federal and state payroll guidelines and regulations; work well both independently and as part of a team; operate with discretion while performing duties which involve confidential data and access to decision-making processes; apply good judgment in making decisions in accordance with laws, regulations, departmental policies and procedures; train, assist and oversee the work of staff; establish and maintain effective working relationships with other employees and outside agencies.

SPECIAL WORKING CONDITIONS: Willingness and ability to work irregular hours, including weekends, holidays or evenings, if necessary.

### CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful performers are logical, methodical and creative problem solvers who gain and maintain a thorough knowledge of the City's personnel and payroll processes and HRIS/payroll software. They have strong verbal communication skills and the ability to work with both technical and non-technical staff involved in payroll processing, as well as employees inquiring about payroll issues and processing methods. They exercise good judgment and decision-making skills gained through research, application and experience, and they use discretion when dealing with sensitive and confidential information.

Class title established per Council Resolution No. 2006-031,  
effective 07-01-06.

ADA approved: 04/07