



## **PAYROLL ANALYST I, II, OR III**

**DEFINITION:** Under direction of the Auditor-Controller, independently maintains and processes payroll records and reports for accounting of salaries and wages, accruals, deductions and other payroll functions for the County, Special Districts and the Courts.

### **DISTINGUISHING CHARACTERISTICS:**

**Payroll Technician I** – This is the entry level and first working level. Incumbent initially works under closer supervision while performing duties.

**Payroll Technician II** – This is the journey level of the series. Incumbents working at this level receive more limited supervision within a broad framework of policies and procedures and may be assigned more complex tasks and work at a more independent level performing duties for which guidelines have been established. Incumbent may provide supervision and training to junior payroll staff.

**Payroll Technician III** – This is the advanced level of the series. Incumbents working at this level exercise independent judgment in performing technical and complex professional duties in a confidential capacity with little to no supervision.

Provides reports and information to assist in employee negotiations. Analyzes the impact of proposals upon employees, classifications, benefit programs, salaries, established procedures and the County organization.

Analyzes, compiles and prepares salary and benefit projections for the County Budget.

### **ESSENTIAL JOB DUTIES:**

- ◆ Compiles and maintains the County's payroll and associated employee records for Inyo County, Special Districts and the Courts.
- ◆ Performs research using Federal, State and County laws, rules and regulations to resolve issues and questions.
- ◆ Audits, corrects and approves all payroll transaction documents before posting.
- ◆ Processes all retroactive pay and special payrolls.
- ◆ Responsible for payment of payroll deductions, wage assignments, payroll taxes for the County and Special Districts.

- ◆ Prepares payroll tax reports and maintains year-to-date control figures for preparation of W-2 forms and other year-end reports.
- ◆ Prepares and reviews memoranda and correspondence concerning payroll records requested by County departments, employees, Internal Revenue Service, Employment Development Department, Department of Labor, County Courts and other agencies.
- ◆ Provides payroll clerks in other departments with procedures, calendars, guidelines and directives needed to accomplish payroll functions.
- ◆ Under the direction of the Auditor, acts as liaison with Human Resources and Information Services staff on matters of personnel administration, coordination and maintenance of the County's payroll-personnel system.
- ◆ Maintains accurate and up-to-date listings of all check corrections, canceled checks and refunds.
- ◆ Maintains all payroll files.
- ◆ Maintains security and confidentiality of payroll records of all current and former County employees.
- ◆ Processes direct deposits.
- ◆ Withholds and distributes voluntary deductions.
- ◆ Interprets Memorandums of Understanding and other policies that affect payroll.
- ◆ Effectively organizes workflow and establishes priorities to meet deadlines.
- ◆ Performs miscellaneous payroll functions plus clerical and accounting work as required.

**EMPLOYMENT STANDARDS/EDUCATION & EXPERIENCE:**

**Payroll Technician I** – High school graduate or equivalent with four years of increasingly responsible financial record keeping and analytical work experience with a strong accounting background. Prior payroll experience with a governmental entity is preferred.

**Payroll Technician II** – High school graduate or equivalent with four years of increasingly responsible financial record keeping and analytical work experience including one year performing the duties of a Payroll Technician I with Inyo County or equivalent with another government agency; **Or** five years of increasingly responsible experience in financial recordkeeping and analytical work experience.

**Payroll Technician III** – Desirable education and experience will include the equivalent to graduation from a four year college or university with major coursework in accounting, business, public administration or related field plus two years of experience in payroll preparation in a governmental or public agency, or two years performing the duties of a Payroll Technician II or equivalent position.

**KNOWLEDGE OF:**

- ◆ Principles, practices, regulations and procedures related to the preparation and processing of payroll and benefit administration.
- ◆ Pertinent Federal, State and local laws, codes, regulations and policies pertaining to payroll and personnel.
- ◆ Principles and practices of bookkeeping, accounting, financial record keeping and reporting.
- ◆ Office procedures, methods and equipment.
- ◆ Computer applications and techniques.

**ABILITY TO:**

- ◆ Interpret and apply County policies, procedures, State and Federal laws and regulations relating to payroll accounting and benefit administration.
- ◆ Tactfully and clearly explain a wide variety of payroll and benefit procedures and policies to County personnel.
- ◆ Develop and maintain cooperative working relationships with County staff, representatives of outside agencies and the general public.
- ◆ Make mathematical computations quickly and accurately.
- ◆ Prepare, clear, concise and accurate records and reports.
- ◆ Meet timelines and schedules.
- ◆ Identify and handle confidential information.
- ◆ Operate all forms of office equipment.
- ◆ Utilize various software programs relevant to the position.
- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Physical ability to sit for prolonged periods of time, stand, twist, lift, and carry up to 25 pounds; climb and descend stairs; frequent telephone use.

**SPECIAL REQUIREMENTS:** Must possess a valid operator's license issued by the California Department of Motor Vehicles. Must successfully complete a pre-employment background investigation and physical examination.

**SELECTION:** Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, computer skills exercise, and oral examination.