



PAYROLL ANALYST II

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.

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.

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.