

PAYROLL ANALYST

Class Code 1630

TASK LIST - 2024

1. Manages the coordination, development, and implementation of payroll and payroll-related activities Citywide such as reconciliation, reviewing grievances, overpayment and underpayment, and helps research discrepancies that affect an employee's pay slip in order to make employee and the City whole.
2. Provides assistance to other City departments by training staff on payroll activities and functions, responding to inquiries, and providing payroll-related details in order to resolve payroll problems/issues in a timely manner.
3. Audits, reviews, and analyzes payroll and personnel data such as base salary, bonuses, overtime rates, and benefits in order to ensure employee information and compensation are accurate.
4. Identifies areas of weaknesses in Citywide payroll by understanding validations, report interpretation, reviewing of individual entries, and department procedures not aligned with payroll, MOU's, IRS and Controller's rules and guidelines and might train Citywide payroll professionals on FLSA regulations, new IRS rules, system usage, timely sequence of events and fix inaccurate transactions in order to keep the payroll process running efficiently and accurately.
5. Supervises professional, administrative, and/or clerical employees and interns, including the application of discipline, processing and resolution of grievances, and evaluation of performance in order to protect the City from lawsuits, prevent employee aggravation and provide standards across the City.
6. Audits, reviews, and identifies unusual payroll related data such as salaries, benefits, overtime, and annual leave by running and reviewing existing reports, re-tracing transactions, understanding quality assurance reports, requesting corrections to validator flags, and escalating critical issues in order to investigate and correct payroll-related issues and/or mistakes in a timely manner.
7. Reviews existing payroll and payroll-related processes such as data collection, calculation, and disbursement by checking control tables, configurations, reports, and interface files in order to provide options and recommendations to improve the efficiency and effectiveness of such processes.
8. Assists employees and the general public on navigating the payroll system; meeting payroll deadlines; understanding their pay slip; and understanding rules affecting their payroll, taxes, and direct deposits by referring them to the correct agencies or departments in order to resolve payroll and payroll-related issues.
9. Works with internal and external agencies, such as Personnel and the Information Technology Agency (ITA) departments, banks, unions, and employee organizations by providing guidance on entries that negatively impact an employee's pay and records; testing system calculations and validations; stopping payments; and disbursing payments to align with IRS rules, file transmissions, deductions of union and benefit dues in order to

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ensure the accuracy and health of the payroll system and resolve payroll and payroll-related problems.

10. Performs bi-weekly/monthly/year-end payroll and payroll-related reconciliation and printing activities by performing pre-set checklists, confirming bank transmissions, printing checks, and routing payroll approval to ensure the accuracy and validity of financial information and pay employees properly and on time.
11. Audits, reviews, and coordinates Citywide processing of special payroll payments such as emergency checks, annual payments, retro payments, and settlements in order to process payments that fall outside the regular payroll processing cycle.
12. Maintains some payroll-related control table setups and performs related special payroll adjustments such as tweaking validators, creating new departments and divisions, updating retirement setups, processing bonuses and creating new time-entry codes in order to be in compliance with existing MOU's, payroll rules, tax laws, and safeguard and prevent incorrect entries.
13. Assists in preparing and providing presentations for various user meetings on upcoming changes and deadlines affecting payroll by conducting training sessions in order to clarify new rules, calculations, administrative codes, memos, and make the employee whole.