



PAYROLL ANALYST

DEFINITION

Under the direction of the Director, Payroll and Retirement Services, the Payroll Analyst leads and ensures the accurate and timely processing of District payroll operations and reporting while performing complex payroll analysis, reporting, and compliance functions. The position serves as the lead over Senior Payroll Technicians and Payroll Technicians, coordinates with Human Resources, Accounting, and external agencies, and supports system testing, audits, retirement reporting, and payroll-related projects. The Analyst ensures payroll compliance with collective bargaining agreements, state and federal regulations, and retirement system rules.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned managerial staff. Exercises no supervision of staff. May provide technical and functional direction and training to assigned staff.

CLASS CHARACTERISTICS

This professional-level position requires subject matter expertise in payroll processing, payroll tax reporting, retirement contributions, and labor contract interpretation. The Payroll Analyst is distinguished from the Senior Payroll Technician by its lead role and its responsibility for analyzing and reconciling payroll and benefit data across multiple systems. The Analyst is responsible for maintaining compliance and ensuring the integrity of payroll operations Districtwide.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

- Serve as lead to Senior Payroll Technicians and Payroll Technicians; provide functional guidance, training, and subject matter expertise without supervisory authority.
- Leads the execution of mid-month and month-end payroll cycles, including off-cycle processing, in coordination with payroll staff and under the direction of the Director.
- Analyze payroll data for discrepancies, compliance with bargaining agreements, and retirement contribution accuracy.
- Review reconciled retirement system reporting for CalSTRS, CalPERS, and alternative plans before submittal of required reports.
- Collaborate with HR, Benefits, and Accounting to validate employee records, resolve payroll discrepancies, and ensure accurate leave and benefit reporting.
- Review, verify, and process payroll deductions, tax-sheltered annuities (403b), 457 plans, and cafeteria/flex benefits contributions.
- Respond to complex payroll inquiries from employees, legal representatives, auditors, and external agencies.
- Support implementation, testing, and upgrades of payroll systems; identify system issues and coordinate solutions with IT.
- Prepare journal entries, payroll adjustments, and reconciliations for general ledger alignment and audit trails.

- Assists the Director in developing operational plans to implement special additional pays in current pay cycles and/or off-cycle payrolls for retroactive or corrective purposes.
- Coordinate audit responses and gather documentation for external agencies, including IRS, CalSTRS, CalPERS, and EDD.
- Assist with garnishment processing, retroactive pay calculations, and final payoffs.
- Interpret federal, state, and IRS regulations related to payroll taxes and retirement plans and ensure District compliance.
- Develop documentation, training materials, and procedures for internal use and external campuswide trainings/workshops, and audit readiness.
- Participate in meetings with departments and external agencies as assigned by the Director.

QUALIFICATIONS

Knowledge of:

- Principles and practices of payroll processing, analysis, and retirement system reporting.
- Collective bargaining agreements, IRS regulations, and retirement plans including CalSTRS, CalPERS, 403b, and 457 plans.
- Accounting principles related to payroll reconciliation, journal entries, and general ledger alignment.
- Federal and state payroll laws and reporting requirements including tax filings and wage garnishment laws.
- Enterprise resource planning systems and payroll applications; reporting and query tools.
- District policies, Education Code, Government Code, and rules applicable to community college payroll processing.
- Customer service and communication techniques for handling confidential payroll matters.

Ability to:

- Analyze and reconcile complex payroll and benefit transactions.
- Provide functional leadership and training to payroll staff without serving in a supervisory capacity.
- Interpret and apply collective bargaining agreements and benefit plan provisions to payroll transactions.
- Maintain confidentiality and exercise sound judgment in handling sensitive payroll data.
- Use financial software and spreadsheet tools to produce accurate reports and data extracts.
- Communicate clearly, effectively, and diplomatically with employees, auditors, and vendors.
- Organize and prioritize work to meet multiple deadlines and compliance requirements.

Education and Experience:

Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Bachelor's degree in accounting, business administration, finance, or related field;
Bachelor's degree preferred.

- Three (3) years of increasingly responsible payroll experience, including complex payroll analysis and retirement reporting.
- Two (2) years of lead or supervisory experience in a payroll environment preferred.
- Experience in public agency or educational institution payroll is highly desirable.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Ability to communicate in person and by telephone; read documents and computer screens; use a computer keyboard; sit or stand for extended periods; occasionally lift and carry materials up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Office environment with frequent interruptions and strict deadlines. May require occasional travel to off-site meetings or training.

Salary Grade: C1-64
FLSA: Non-Exempt
EEO Code: H-30
Board Approved: June 2025