San Diego Community College District
NANC JOB DESCRIPTION

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Job Code:	N1903
Original Date:	02/2013
Last Revision:	04/2018
Staff Type:	NANCE
FLSA status:	Non-Exempt

Title: Payroll Analyst

Unit: Non-Academic/Non-Classified Service

FUNCTION:

Under the direction of the Payroll Supervisor, independently perform a variety of complex clerical and technical duties in the preparation and maintenance of personnel and payroll functions.

DESIRABLE QUALIFICATIONS:

Knowledge of laws, rules, and policies affecting retirement systems, payroll records, and programs; methods and practices affecting the development, maintenance, and control of system tables on an automated payroll system; practices of financial and statistical record keeping; modern office practices, procedures, and equipment, including computer hardware and software; and computer applications, including word processing, spreadsheets, and databases. Ability to perform a variety of professional payroll work using independent judgment and initiative; post data and make arithmetic computations rapidly and accurately; trouble-shoot for problems with data screens and staff input; explain payroll-related information to employees clearly and accurately; communicate effectively both orally and in writing; and establish and maintain effective working relationships with others. Payroll experience in a large organization, preferably within an educational or governmental sector.

TYPICAL DUTIES INCLUDE:

- Administer procedures and processes relevant to payroll and retirement processes.
- Monitor and maintain system tables for automated payroll processes and assist with trouble-shooting technical problems.
- Perform transactions to initiate pay, update and maintain employee payroll and benefits records, and input related information to payroll databases, reports, records, and files.
- Provide information to District employees, public agencies, and financial institutions regarding payroll issues.
- Interpret and explain District procedures, laws, and regulations pertaining to personnel/payroll operations.
- Evaluate and resolve a variety of issues related to payroll assignment changes and retirement program changes.
- Operate a variety of office machines and equipment, including computer hardware and software.
- Update forms, spreadsheets, reports, and databases.
- Gather data for outside audits.
- Compile, verify, and record information.