



PAYROLL ANALYST

Classification #: 024

FLSA: Exempt

EEOC: 2

GENERAL STATEMENT OF DUTIES:

Responsible for specialized accounting work of a complex nature in central payroll within the Finance Department; maintains payroll and other fiscal records related to Deferred Compensation and PERS/OPSRP; coordinates and maintains data related to automated payroll system operations; prepares regular and specialized reports; and performs other related duties as assigned.

SUPERVISION RECEIVED:

Works under the general supervision of the Payroll Manager, who established goals and reviews results for conformance to department standards and legal requirements.

SUPERVISION EXERCISED:

Supervision of other employees is not a responsibility of positions in this classification; however, acts as a lead worker over technical and professional Finance employees. Duties include reviewing work, organizing, planning and scheduling work assignments, participating in interviews and making recommendations for selection of new personnel, providing training, and input on employee performance evaluations.

EXAMPLES OF DUTIES: (Duties may include, but are not limited to the following.)

1. Manages PERS/OPSRP reporting and recordkeeping system to ensure financial accountability within Marion County. Performs control audit functions in accordance with PERS/OPSRP administrative procedure guidelines.
2. Serves as a consultant and expert for the organization on highly significant matters related to PERS/OPSRP payroll reporting.
3. Primary resource in PERS application project, providing content and systems expertise.
4. Works with county management, elected officials, and other employees to resolve payroll issues requiring a high degree of professional judgment.
5. Responsible for the interpretation and implementation changes to PERS/OPSRP plan design; and stays current on proposed and pending legislation and anticipates changes to plans.

6. Responsible for broadly assessing the costs, benefits and or risks of decisions made by PERS/legislature as it relates to payroll.
7. Back up Payroll Manager in the daily activities of central payroll functions when needed.
8. Provides a high degree of support and back up to Payroll Staff.
9. Assists employees and departments in resolving payroll concerns and responds to representatives from other agencies on payroll issues.
10. Super User to Marion County Time Entry and Payroll Systems.
11. First point of contact for time entry system problems and failures.

RECRUITING REQUIREMENTS
KNOWLEDGE, SKILL AND ABILITY:

Working knowledge of: laws and regulations affecting the financial operations of governmental organizations, particularly those relating to payroll and PERS/OPSRP; automated accounting and payroll systems; federal and state laws relating to social security and other tax requirements; deferred compensation withholding requirements and limitations; the BOLI Wage and Hours laws; the Public Employees Retirement System (PERS), including eligibility laws, PERS Data Exchange System and automated interfaces; principles, methods and techniques of effective administration, including personnel utilization and administration and use of standard office equipment.

Ability to: interpret and apply legal concepts to payroll functions; establish and maintain fiscal records; analyze data and draw logical conclusions; analyze situations accurately and adopt an effective course of action; assess the costs, benefits and or risks of decisions made by PERS/Legislature as it relates to payroll; prepare comprehensive, clear, concise and complex payroll and PERS/OPSRP reports; communicate complex payroll information effectively both orally and in writing; make independent and responsible judgement in decision making; accurately process large volumes of data within strict, unalterable time lines; understand and determine insurance eligibility rules; accurately use automated payroll systems, word processing software and database programs; and establish and maintain cooperative working relationships with agency personnel, county officials, and the general public.

EXPERIENCE AND TRAINING:

1. Bachelor's degree from an accredited college or university with major course work in accounting, business administration or a related field; **AND**
2. Four years of responsible experience in the field of payroll, two years of which must be in a medium-sized or large governmental payroll unit with responsibility for PERS/OPSRP administration or other related retirement benefits administration, and one year of which have included a leadwork capacity; **OR**

3. Any equivalent combination of experience, education and/or training relevant to the position.

NECESSARY SPECIAL REQUIREMENT:

1. Possession of, or obtain within 30 days of hire, a valid Class C Oregon driver's license **or** provide an acceptable alternative method of transportation. If in possession of a current out of state driver's license, must obtain Oregon driver's license within 30 days of hire.
2. Possess and maintain an acceptable driving record. A copy of the driving record for all qualified applicants will be obtained from the Department of Motor Vehicles.
3. Must pass a criminal history background investigation; however, conviction of a crime may not necessarily disqualify an individual for this classification.
4. Final candidate must be able to pass a pre-employment drug-screening test.

Adopted: 3/08