

Solano County
Office of Education

JOB TITLE: Payroll and Retirement Services Analyst (Range 30)

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Processes and maintains memberships, eligibility, reporting and financial transactions for the State Teachers Retirement System (STRS) and Public Employees Retirement System (PERS) for the Solano County Office of Education and school districts in Solano County. This position is also to assist the Solano County Office of Education and Solano County Districts to maintain all payroll and related functions.

JOB REQUIREMENTS AND QUALIFICATIONS

Education and Experience

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

Education:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance, supplemented by formal training in the principles, theory and standard procedures of payroll and retirement benefits, is desirable.

Experience:

At least three (3) years of increasingly responsible, technical payroll and retirement benefits experience in a California public school district or county office of education is highly desirable.

Knowledge of:

- Computers and various software.
- Efficient office methods and procedures.
- Responsible financial record keeping.

Ability to:

- Prepare and provide timely, concise, and accurate reports.
- Analyze and interpret laws, regulations, and data as it relates to payroll and retirement benefits.

- Perform arithmetical calculations rapidly and accurately.
- Operate a variety of office equipment.
- Type numerical or tabular data accurately.
- Establish and maintain effective work relationships with fellow employees, district personnel, and outside agencies.

This job consists of more complex and responsible clerical and technical duties at a journey person level within a classification series.

ESSENTIAL DUTIES

- Processes and maintains county and district employee retirement records for the Solano County Office of Education and Solano County Districts, including all related documentation.
- Provides assistance to county office and school districts employees on payroll and retirement benefit-related issues.
- Provides assistance to retirees concerning retirement benefits.
- Conducts in-service for county office and district personnel regarding retirement and payroll issues.
- Processes all documents related to retirement benefits, including processing payments, reconciliation of statements, benefit changes, and data entry.
- Works closely and harmoniously with managers, staff, other county offices, school districts, and agencies as required.
- Assists with balancing of employee benefits as required.
- Audits retirement benefits (PERS and STRS).
- Compiles and prepares complex accounting and statistical reports.
- Interprets and has general knowledge of education codes, government codes, labor codes, and state and federal laws relating to school finance and retirement.
- Prepares various monthly payroll reports for Public Employees' Retirement System and the State Teachers' Retirement System.
- Responsible for the research and completion of all terminated employees' retirement data for submission to the state.

- Responsible for computer input and retrieval of all financial documents, including analyzing of various reports.
- Assists, if needed, in preparing audits for all mandatory deductions, quarterly reports, and W-2s.
- Maintains all data in an organized manner conducive to prompt and accurate preparation of reports and financial statements.
- Trains county office and school district employees in understanding policies, procedures, and practices as they relate to payroll and retirement benefits.
- Provides assistance to staff in other areas of finance as needed.
- Performs related duties as required.

SUPERVISION RECEIVED

Employees in this classification report directly to the senior manager in External Business Services.

SUPERVISION EXERCISED

Employees in this classification may coordinate the workflow of others.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (15%) Walking (15%) Sitting (70%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40) Lifting (2) Bending (3)

Pushing and/or Reaching Kneeling or

Pulling Loads (1) Overhead (2) Squatting (3)

Climbing Stairs (2) Climbing Ladders (0)