



Leadership • Collaboration • Support

JOB TITLE: Senior Payroll and Retirement Services Analyst

CSEA Salary Schedule, Range 41

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Coordinates, organizes, and performs complex payroll and retirement tasks in the computation, recording, reporting, auditing, and review of payroll and retirement transactions. Leads and coordinates the training and technical support for the Local Educational Agencies (LEAs) in Solano County. Processes reporting and financial transactions for the California State Teachers Retirement System (CalSTRS) and California Public Employees Retirement System (CalPERS) for the LEAs in Solano County. This position also assists the LEAs to maintain all retirement related functions.

JOB REQUIREMENTS AND QUALIFICATIONS

- Knowledge of payroll and retirement principles, practices, and procedures; knowledge of California Public Employees Retirement and State Teachers' Retirement Laws is preferred.
- Ability to obtain knowledge of education code, government code, labor code, state and federal laws and California Public Employees Retirement and State Teachers' Retirement Laws, as they pertain to payroll and retirement reporting.
- Knowledge of operating standard office equipment, personal computers, and software such as Microsoft Office applications (Outlook, Word, Excel, OneNote, PowerPoint, Access, etc.), as well as Adobe Acrobat and similar document creation tools. Proficiency in Excel is strongly desired.
- Ability to establish and maintain payroll and retirement records and procedures.
- Ability to read and interpret information necessary to competently perform duties.
- Ability to train other team members and verify the work assigned to them.
- Ability to establish and maintain effective work relationships.
- High school diploma or equivalent.
- Any combination of experience and education that could provide three (3) or more years responsible payroll and/or public retirement reporting experience.

- LEA payroll and retirement experience is strongly desired.

ESSENTIAL DUTIES

- Processes LEA retirement records including all related documentation.
- Acts as liaison between LEAs and the CalPERS, CalSTRS, or other government agencies; researches and suggests appropriate courses of action.
- Processes documents related to retirement benefits, including processing payments, reconciliation of statements, accounts, and trust funds.
- Provides support for the CalSTRS and CalPERS retirement system software to the LEAs in Solano County.
- Maintains professional and technical knowledge by attending conferences, courses, meetings, workshops, and system trainings; reviewing professional publications, keeps current on CalPERS and CalSTRS legislative changes and communicates to LEA staff.
- Assists with planning, organizing and prioritizing work to meet deadlines and accomplish assigned tasks within established timelines including maintaining accurate records and files and coordinating multiple projects simultaneously.
- Communicates effectively both orally and in writing, including developing and executing oral presentations for LEA payroll and retirement staff in understanding policies, procedures, and practices as they relate to payroll and retirement reporting.
- Coordinates and/or facilitates workshops on payroll and retirement.
- Compiles, prepares, and analyzes reports.
- Assists LEA staff on payroll and retirement reporting issues.
- Assists in preparing mandatory deductions, quarterly reports, and W-2s, as needed.
- Assists with the development, testing, training, and implementation of retirement reporting changes using the applicable financial and reporting systems to achieve the desired results.
- Provides assistance to staff in other areas of finance as needed.

MARGINAL DUTIES

Performs related duties as required.

SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a broad framework of overall objectives.

SUPERVISION EXERCISED

None, however, employees in this classification may train and coordinate the workflow of other team members as it relates to payroll and retirement reporting.

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
pulling Loads (1) Reaching
overhead (2) Kneeling or
squatting (3)

Climbing Stairs (2) Climbing Ladders (0)