



Leadership • Collaboration • Support

JOB TITLE: Senior Payroll and Benefits 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 for the Solano County Office of Education (SCOE). Leads and coordinates the work of the Payroll and Benefits team. Provides technical and procedural assistance to administrators, program managers, and LEAs (Local Educational Agencies). Works with school districts and other SCOE departments regarding payroll and benefits in a supportive role. Acts in the absence of the Payroll and Benefits Manager on employee payroll and benefits.

JOB REQUIREMENTS AND QUALIFICATIONS

- Knowledge of payroll and retirement principles, practices, and procedures; knowledge of 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 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, One-Note, 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

- 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.
- Maintains professional and technical knowledge by attending courses and system training, reviewing professional publications, etc.
- Communicates effectively both orally and in writing, including developing and executing oral presentations for small and large groups.
- Prepares, processes, and maintains employee payroll and retirement records for the Solano County Office of Education.
- Provides assistance to County Office employees on payroll.
- Provides assistance to County Office employees and retirees concerning health benefits.
- Conducts new employee orientation and ensures the proper forms are completed and processed.
- Processes all documents related to benefits, including processing vendor payments, reconciliation of vendor statements, benefit changes, retirement enrollment, and data entry.
- Reviews mandatory deductions, quarterly reports, and W-2s for accurate tax reporting.
- Assists and trains others in understanding policies, procedures, and practices as they relate to payroll, retirement, and benefits.

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 benefits.

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)