LODI UNIFIED SCHOOL DISTRICT

CLASS TITLE: SENIOR PAYROLL SYSTEMS ANALYST

BASIC FUNCTION:

Under the direction of the Director of Payroll and Benefits, this position encompasses advanced payroll management and data integration responsibilities. Ensures data accuracy and compliance with State and Federal regulations.

REPRESENTATIVE DUTIES:

Monitor the entire cycle of payroll processing to ensure accuracy, timeliness, and compliance with all applicable laws and regulations. Monitor payroll procedures to identify and resolve discrepancies and ensure accurate payroll delivery.

Manipulate, upload, and integrate payroll and benefits data into district systems from multiple platforms, including CalPERS, CalSTRS, and other vendor systems.

Ensure data integrity and accuracy across all payroll and benefits platforms.

Regularly perform detailed audits on payroll processes and systems to verify compliance with internal policies and external requirements.

Prepare audit findings and assist with external audits to ensure continued compliance with all regulatory standards.

Generate comprehensive financial and operational reports related to payroll and staffing.

Analyze payroll data to identify trends, forecast future needs, and recommend procedural enhancements for efficiency and effectiveness.

Collaborate with the Personnel, IT, Accounting, Budget, and other district departments to ensure seamless payroll operations and data management.

Provide support and training to staff on payroll-related systems and processes, enhancing their capabilities and understanding.

Lead the implementation of new payroll systems or upgrades to enhance payroll processing and data management capabilities.

Serve as the primary contact for all payroll-related inquiries, offering expert advice and solutions to complex payroll issues. Support district staff and administrators by providing timely resolutions to payroll problems and ensuring consistent payroll service delivery.

Conduct rigorous audits of data collected from multiple sources to ensure accuracy and completeness before uploading to the district's systems. Implement checks and balances to prevent data errors and ensure the reliability of payroll data.

Stay updated with the latest technology trends and advancements in payroll processing and data management. Continuously seek professional development opportunities to improve skills and knowledge in payroll systems and regulations.

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KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Database methodologies and processes
Data conversion techniques
Operation of computer equipment and software programs
Computer system training techniques
District payroll policies and procedures
State Education Codes, laws, rules, and regulations related to payroll processing.
Mathematical concepts including percentages and statistics.

ABILITY TO:
Analyze, implement, and maintain computer database programs.
Provide technical user training and assistance.
Analyze routine problems accurately and adopt an effective course of action.
Perform technical work in the preparation and processing of certificated and classified payroll.
Learn complex District payroll policies and procedures.
Perform statistical calculations.
Analyze and interpret data and prepare clear and concise reports.
Maintain current computer and database skills.
Perform research, compiling information from a variety of sources.
Establish and maintain cooperative and effective working relationships with others.
Understand and follow oral and written instructions.
Work confidentially with discretion
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma or equivalent supplemented by college-level coursework in accounting, computer software, or related field, and four years of progressively responsible office experience including financial/statistical record-keeping or payroll preparation and using various computer programs.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment
Constant interruptions

PHYSICAL DEMANDS:
Sitting at a keyboard to enter data into a computer terminal for extended periods of time
Dexterity of hands and fingers to operate a computer keyboard.
Bending at the waist, kneeling and crouching
Lifting light objects up to 25 pounds

Board Approval TBD