



# Payroll Analyst

Class Code:  
5021

Bargaining Unit: Unrepresented - Management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA  
Established Date: August 17, 2021

## SALARY RANGE

SEE SALARY SCHEDULE

## JOB DESCRIPTION:

### JOB DEFINITION

Under general supervision, to perform, prepare and process a variety of payroll activities, financial and statistical records and reports; to work as a lead in the Payroll unit, including serving as the technical Payroll expert in the following Workday functional areas: Payroll, Time Tracking, Absence Management and Report Writer; to provide day-to-day systems support to maintain and ensure the integrity of payroll system data; and to perform other related duties as assigned.

## EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification; however, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all listed duties.

1. Prepares and processes payroll and related documents (e.g. new hires, terminations leaves of absence, promotions, transfers, reclassifications, etc.); reviews for accuracy, completeness and compliance with payroll procedures; reviews and adjusts attendance and timesheet records; calculates or checks gross pay, overtime and other supplemental pay and pay adjustments.
2. Acts as lead worker; reviews work performed by others; assists in scheduling and assigning work; trains others within the unit; provides feedback to supervisor on staff performance; advises supervisor of operational problems or staffing needs; recommends changes in policies or procedures; acts as back up to the unit supervisor.
3. Compiles routine and periodic statistical reports; assembles, sorts and tabulates data for inclusion in reports.

4. Provides assistance to employees and the public in person or by telephone on payroll and benefit related matters; researches to resolve payroll and benefit related problems and identifies solutions; refers complex problems to payroll manager; verifies employment.
5. Serves as payroll technical expert for Workday functional areas including Payroll, Time Tracking, Absence Management and Report Writing; and leads and supports the Payroll work stream on Workday configuration, updates or new requirements.
6. Provides day-to-day payroll support in Workday, including but not limited to researching, troubleshooting and resolving problems, unexpected results or process flows; performs analysis of payroll issues, determines root cause(s); identifies solution options, including pros, cons, risks benefits, costs and unintended consequences.
7. Performs mass data updates, exports, imports, clean-up and research to assure system and information accuracy.
8. Assures the integrity of data in Workday; reviews information input into Workday for accuracy and completion; runs reports to verify data; adjusts and makes corrections within the system as appropriate; informs originators of discrepancies and of need to resubmit tasks/transactions as needed.
9. Collaborates with business partners to identify areas of opportunities to improve existing processes, functionality and workflow to improve data management and efficiency; works with Office of Information Technology (OIT), HR partners and vendors to review and provide input into solutions to address business requirements.
10. Leverages business knowledge and expertise to identify opportunities for process improvements; recommends changes to current payroll processes to provide more effective use of Workday; leads the planning, prioritization, design, development and deployment of new projects and system enhancements.
11. Assists the integration team in configuring and testing payroll integrations between Workday and benefit providers, payroll systems and other third party/custom solutions.
12. Serves as liaison to Human Resources and OIT; manages Workday upgrades and projects in partnership with Human Resources and OIT, including managing project team activities, tasks, deliverables and timelines.
13. Develops and maintains training documentation; conducts formal and informal end user training on system functionality and reporting tools, and leverages technology to promote automated, self-service reporting.
14. Stays current on Workday functionality with a focus on product and service development, delivery and service, and applying key technologies.
15. May act on behalf of supervisor on payroll related matters in supervisor's absence.
16. Performs other related duties as assigned.

# MINIMUM QUALIFICATIONS:

## Option I

### Education:

Possession of a Bachelor's degree from an accredited college or university in accounting or business administration or a related field.

## Or Option II

### Experience:

The equivalent to four years of full-time clerical and administrative payroll experience, including at least one year of experience supporting Payroll or Human Resources information systems.

### Substitution:

Additional qualifying work experience as described above may substitute for the required education on a year-for-year basis. One year (2,080 hours) of qualifying work experience will be considered equivalent to 30 semester units/45 quarter units.

### Certifications:

Successful completion within the first two years of appointment to become accredited as a Workday Pro in the following areas:

- Payroll
- Time Tracking
- Absence
- HCM
- Reporting

# KNOWLEDGE AND ABILITIES:

*Knowledge of* basic principles, practices and terminology related to payroll processing; laws and regulations affecting payroll practices, including FLSA requirements; methods of coding and classifying payroll documents; report preparation and presentation methods and techniques; research techniques; word processing, spreadsheet and payroll software applications; modern office practices and procedures including filing, operation of standard office equipment and personal computers; effective oral communication techniques; basic principles of leadership; and Workday system administration, implementation, and maintenance.

***Ability to*** understand and apply payroll record keeping practices; determine proper accounting codes and classifications for transactions; interpret and apply payroll policy and negotiated employee agreements; operate calculators, personal computers (including hardware and a variety of relevant software programs), and other office equipment; communicate effectively in person or by telephone with the public and staff; assist in scheduling, assigning and prioritizing the work of others; train, coach and review others' work for technical accuracy and compliance with administrative and legal requirements; make oral presentations to staff on payroll and benefit related matters; demonstrate proficiency in developing queries and reports, and present data analysis in a succinct and user-friendly format; research and analyze problems and identify appropriate solutions; provide back-up support to manager as needed; read, understand and follow oral and written instructions; partner collaboratively and communicate effectively in a team environment; work independently and as member of a team; work in an environment that includes frequent interruptions; and prioritize work and meet deadlines; present and implement best practices regarding the Court's HR and Payroll information systems; learn, interpret and apply collective bargaining agreements, health and welfare benefit programs and payroll functions and processes; train end users on technology applications, processes and procedures; understand and interpret stakeholder requirements and translate into meaningful metrics/reports; maintain confidentiality and demonstrate discretion, initiative and good judgement.

## **CLASSIFICATION HISTORY:**

Date established: 8/17/21