



Human Resources and Payroll Analyst

Confidential/Supervisory Range: I9

Board Approved: 06/13/2024

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under direction of the appropriate administrator, Human Resources and Payroll Analyst performs analytical and specialized functions to support the administration of comprehensive human resources and payroll programs for academic and classified employees.

The Human Resources and Payroll Analyst requires in-depth knowledge of the organizational structure, health and welfare plan administration, leaves of absence administration, District policies, regulations, procedures, union contract provisions, human resources and employer-employee relations processes and practices, legal affairs, resource utilization, and worker's compensation.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Performs complex and highly technical duties related to financial record keeping and accounting duties for payroll district operations and services including financial reporting, year-end, and other disbursements.
2. Responsible for position control within the HRIS; performs audits of the HRIS, Payroll, and Leave Tracking systems to ensure data integrity.
3. Provides data as requested to departments regarding pay and benefit expenditures.
4. Monitors and analyzes payroll expenditures; provides data and reports to leadership for decision-making processes.
5. Serves as liaison for the San Bernardino County Superintendent of Schools and the District to ensure accurate and efficient processing of retirement and employee information.
6. Processes and responds to information requests regarding Unemployment Insurance.
7. Responsible for entering and monitoring employee release and reassigned time.
8. Assists in the administration of the Affordable Care Act program, policies, procedures, and processes; ensures compliance with laws, rules and regulations; inputs data and compiles reports.
9. Responsible for retirement reporting, member requests, retirement audits, and responding to information requests.
10. Prepares District invoices and maintains records for reimbursement of payroll and benefit expenses.
11. Assists in job classification and compensation studies and surveys; analyzes data and makes recommendations; responds to formal or informal survey requests regarding salaries, benefits and classifications.
12. Prepares presentations and participates in the development of training and staff development programs.
13. Maintains records and files in accordance with the District regulations related to area of assignment.
14. Updates and audits information on the District's computerized payroll system and HRIS; ensures proper interface with benefits and payroll functions; generates reports and responds to requests for information as requested.
15. Interprets and explains human resources and payroll issues, collective bargaining agreements, policies, and



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procedures to employees, management, outside agencies, and the public.

16. Provides support for collective bargaining activities and participates in strategy sessions as needed.
17. Monitors due dates, compiles, and reports data for State collective bargaining mandated cost reimbursement.
18. Gathers information, conducts analyses and prepares various reports, charts, memos, and correspondence as requested and to comply with local, state and federal reporting requirements.
19. Provides information for board agenda items; reviews and processes action items as assigned.
20. Attends and represents the department in group meetings; stays current with new trends and innovations in the field of human resources administration.
21. Performs related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Human Resources, Payroll, and Leave Tracking programs and processes.
- Current relevant federal and state laws and regulations related to Payroll and Retirement Reporting.
- Principles and practices of payroll and public human resources administration.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Principles and practices of statistical and administrative research and report preparation.
- Principles and procedures of record keeping.
- Principles of business letter writing.
- Principles and practices of customer service.
- English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Equal Employment Opportunities guidelines.
- Research methodologies appropriate for human resources functions.
- Job analysis methodologies and application.
- Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the State Education Codes.

Ability to:

- Perform a variety of para-professional human resources functions with minimal guidance and supervision.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Plan and organize work to meet changing priorities and deadlines.
- Interpret and apply a variety of human resource rules, laws and policies.
- Compile detailed information and prepare clear and concise reports.



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- Operate a computer using word processing, applicant tracking and spreadsheet software applications.
- Maintain confidential records and reports.
- Prepare clear and concise memoranda.
- Communicate and interact in situations requiring tact, instruction, persuasion, and counseling including conferences, group discussion, individual interviews, and negotiations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

- A Bachelor's degree in public administration, human resources, business administration or a related field.

Experience:

- Three (3) years of broad payroll, accounting, and/or human resources administration experience.

Equivalency Provision:

- In the absence bachelor's degree in public administration, human resources, business administration or a related field, completion of at least sixty (60) college-level semester units with major coursework in public administration, human resources, business administration or a related field and six (6) years of broad payroll, accounting, and/or human resources administration is qualifying.

Preferred Experience:

- Experience in a public agency, preferably in the California Community College system.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with occasional travel between sites.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.