



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: PAYROLL ANALYST

BARGAINING UNIT: CIV MANAGEMENT CODE NUMBER: 0420

PAY RANGE CODE: 14.1 MC REVISION DATE: 10/27/16

NATURE OF WORK:

This is advanced technical work involving the performance of specialized duties relating to payroll and human resource information systems (HRIS). Work involves compiling and calculating statistical payroll and HRIS data, compiling reports from the data, processing and balancing payrolls, and maintaining and verifying time and attendance. It also involves assisting end users in the development of automated computer applications to enhance the efficiency of work processes and may include supervising subordinate clerical personnel. An employee in this classification performs the work with considerable independence and receives general guidance from a superior.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Compiles and computes statistical payroll and HRIS data and prepares reports or provides electronic data files to the departments or outside agencies.

Designs, implements, and maintains peripheral HRIS and Payroll systems, provides end user training, and provides technical and functional support.

Balances payroll each pay period by compiling and posting adjustments to each division affected, adjusting totals, assigning deduction identification numbers for special deductions, preparing journal entries to post to the general ledger, and calculating pay adjustments for retroactive pay, garnishments, and other adjustments.

Acts as a functional system administrator for the automated time and attendance system, designing and creating workgroups and work group earnings codes, maintaining average rate routine earnings, designing and testing accrual banks and bank pools, developing and setting employee schedules, and interpreting and applying overtime rules.

Designs queries and provides electronic reports and data files to various departments.

Processes human resources transaction forms for new hires, promotions, transfers, terminations, and demotions, verifies coding information, and retrieves and updates computer data.

Compiles electronic data file transactions to be entered into the HRIS/Payroll system for open enrollment, ordinance increases, seasonal terminations, and timecard files.

Prorates pay changes for raises, back pay, contract settlements, and lawsuits and ensures the accuracy of such payments.

Assists in the review, testing, and implementation of HRIS/Payroll system upgrades, collaborates with staff members to coordinate application of the upgrades, and documents processes and results.

Compiles, maintains, and supports the development of standard reports and assists in the maintenance of data integrity in the systems.

May supervise subordinates in the work of an assigned area including training, providing direction, and assigning work.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of basic statistical concepts and methods.

Knowledge of the application of computers in the processing and maintenance of records.

Knowledge of the microcomputer software capabilities and limitations used in data processing.

Knowledge of federal, state, and local laws regarding Human Resources and Payroll.

Knowledge of database structure and design.

Knowledge of information systems software and implementation techniques.

Knowledge of business English, spelling, grammar, and punctuation.

Knowledge of existing work systems and requirements.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Skill in the detection of software and system malfunctions and in their timely resolution.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to establish and maintain effective working relationships with co-workers and the general public.

Ability to use computer software applications for word processing, spreadsheets, and e-mail functions.

Ability to train others in the operation of specific software pertinent to data processing and record keeping.

Ability to translate HRIS/Payroll technical terms and concepts so that they are easily understandable.

Ability to make decisions based upon City rules, policies, regulations, and union contracts.

Ability to operate standard office equipment.

Ability to organize, compile, and maintain accurate departmental records.

Ability to prepare clear, concise, and accurate reports.

Ability to perform basic mathematical computations to include addition, subtraction, multiplication, and division.

Ability to research and resolve computer record keeping problems.

Ability to plan one's workday and carry out assignments promptly and successfully.

Ability to train, assign work, supervise, and participate in the work of a small group of clerical employees.

Ability to communicate and respond to questions from vendors, City employees, and representatives of outside agencies and the media.

Ability to view computer screens and printouts.

Ability to understand oral or written instructions.

Ability to adhere to safety policies, guidelines, and procedures.

Ability to sit from 76 to 100% of the time; type from 51 to 75% of the time; and reach, bend, stoop, squat, kneel, stand, walk, push, and pull up to 25% of the time.

Ability to move objects weighing up to ten (10) pounds up to 15% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Associate's degree in Computer Science, Business Administration, Accounting, Human Resources, or related field

AND

One (1) year of responsible experience in functional system administration or development of data processing applications currently in use

OR

Five (5) years of progressively responsible experience in functional system administration or development of data processing applications currently in use

OR

An equivalent combination of education and experience.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed in an office setting amid normal conditions of dust, odors, fumes, and noise.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer
Telephone

Calculator
Facsimile Machine

Copier
Printer

Previous Revision Date(s): 1/10/06