

**Palos Verdes Library District
Payroll & Benefits Analyst
Job Description**

Last Reviewed: December 2016

Salary Range: 54

PURPOSE

The Payroll & Benefits Analyst plans organizes, oversees, coordinates, and reviews all of the District's compensation, benefits, workers' compensation analysis, and related activities and provides complex professional assistance to District management staff and the Board of Library Trustees in areas of expertise.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Essential duties include, but are not limited to, the following:

- Responsible for semi-monthly payroll processing.
- Enter new hires into payroll system.
- Maintain all employee data in HR & Payroll system.
- Prepare payroll and benefits JV's to QuickBooks
- Ensure all employees are paid accurately in accordance with their job classification, hours worked and leave status.
- Enter authorized compensation changes and benefit changes into the HR & Payroll system, (annual increases, promotions, changes in family status, tax withholdings, etc.).
- Monitor changes in laws, regulations, and technology that may affect departmental operations. Implement policy and procedure changes as required.
- Post approved position and job descriptions on HR & Payroll system for employee access.
- Maintain salary range spreadsheets and update with annual increases per PVLD's MOU and Board of Trustees authorization.
- Ensure HR & Payroll system includes accurate current and historical salary range and step information for each position.
- Ensure employees receive step increases in accordance with PVLD' MOU and personnel policies.
- Provide input into the selection of PVLD's health insurance and related benefits.
- Serve as the primary liaison with PVLD's health insurance broker.
- Participate in the selection of insurance brokers and providers.
- Enroll eligible new employees in their health benefits and administer changes in status.
- Administer the annual open enrollment process.
- Serve as PVLD's primary contact for the CalPers retirement system.
- Enter employee and employer contributions into the CalPers system.
- Enroll employees into the 457K retirement plans as requested.
- Administer COBRA benefits for terminated employees.
- Provide employee payroll and benefits information as required.
- Recruitment, New Hire and Terminations
- Enroll newly hired employees into their benefits.
- Enter new employees into the HR & Payroll system.
- Train employees in PVLD's HR & Payroll system including timekeeping and leave requests.
- Process final pay for employees who leave PVLD.
- Inform employees of their rights under COBRA,
- Assist employees with CalPers retirement paperwork.
- Participate in the development of PVLD's leave policies.
- Ensure employee leave balances are correct in the HR & Payroll system.
- Assist Supervisors to monitor leave accruals and usage for employees.

- Train and assist employees to monitor their leave accruals.
- Develop and implement procedures for administering FMLA/CFRA and other statutory leaves as well as leaves provided by PVL D policy.
- Monitor usage of leaves and ensure employees receive but do not exceed their entitlement.
- Enter performance review completion dates into the HR & Payroll system.
- Implement performance disciplinary actions affecting employee status or pay in the HR & Payroll system (e.g. additional step increases, deferral of step increases, suspensions, demotions).
- Work with Human Resources Analyst to coordinate FMLA/CFRA and ADA entitlements for employees on medical leave.
- Ensure PVL D is in compliance with all payroll and benefits related-laws (e.g. FMLA/CFRA, other statutory leave requirements, ACA, etc.)
- Prepare and submit statutory reports (e.g. State Controller's report, ACA Safe Harbor reports, etc.)
- Prepare a CalPers compliant salary schedule for all PVL D positions for Board of Trustees approval and posting on PVL D website.
- Respond promptly and courteously to employee concerns.
- Prepare and analyze internal data to support PVL D's collective bargaining efforts.
- Implement compensation, leave and benefits provisions of PVL D's Memoranda of Understanding.
- Participate in meetings with employee/union representatives as requested by the District Director.
- Recommend policy changes to management.
- Maintain accurate and current copies of PVL D's personnel policies on the HR & Payroll system.
- Ensure all changes to compensation and benefits are documented on a Personnel Change Form and filed in the Personnel file.
- Acts as a certified passport agent; processes passports, such as collecting documents and information required by the National Passport Office; performs all administrative functions related to passport processing, such as photos, mailing, postage, and completing transmittal reports.
- Participates in the District's notary service; notarizes documents in accordance with all legal requirements.
- Prepare statistical report
- May assume other accounting, administrative, or customer service responsibilities on a relief basis as required, including acting as the back-up for the Human Resources Analyst.
- May supervise Payroll Clerk.
- Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Techniques for providing a high level of customer service to the public, volunteers, vendors, contractors, and District staff, in person and over the telephone.
- Applicable federal, state, and local laws, codes, and regulations.
- Recent and on-going developments, current literature, and sources of information related to the area of assignment.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Ability to:

- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with District policies and procedures, complex laws, codes, regulations, and ordinances.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.

- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education, License, and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from high school, and three (3) years of increasingly responsible full-time paid payroll clerical experience. An Associate’s Degree or 60 semester units in Business, Accounting, or a closely related field at an accredited college or university may substitute for one year of the required experience. Must possess and maintain a valid California class C driver’s license and have a satisfactory driving record.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry reports and records that typically weigh less than 20 pounds.

Environmental Elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Working Conditions

May be required to work flexible schedules including evenings, weekends and holidays.