

Payroll Analyst

Position Details

Class Code: 3028

Job Family: Business/Finance

Classification: Support Professional

Terms of Employment: [Pay Grade 53 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under direction, analyzes and processes Clark County School District payroll for semi-monthly and bi-weekly employee groups in the Human Capital Management (HCM) system. Performs both routine and non-routine administrative duties as dictated by the assigned task.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Analyzes and verifies accuracy/completeness of District payroll for all employee groups.
2. Provides functional support and configuration expertise to the HCM team in developing/maintaining earnings, deductions, taxes, garnishments, payroll calendars, configurations, etc., and troubleshooting processing issues.
3. Verifies, investigates, and compiles documentation; processes special checks.
4. Analyzes and verifies complex payroll processes in HCM system.
5. Processes direct deposit for all employee groups.
6. Verifies payroll tax calculations for all employee groups.
7. Prepares and processes computations/deductions for Internal Revenue Service (IRS) Levies, Family Support orders, and garnishments in compliance with Nevada Revised Statutes (NRS) and federal requirements.

8. Processes Employees Withholding Allowance Certificate (W-4s) for all employee groups; maintains Wage and Tax Statement (W-2s) and W-4s in compliance with federal requirements for all employee groups.
 9. Analyzes/processes computations and balances of accruals on all negotiated entitlements.
 10. Communicates job data inaccuracies to appropriate Human Resource Analysts to initiate corrections in the HCM system.
 11. Provides and maintains end-user assistance for all District employees.
 12. Initiates queries and statistically analyzes HCM payroll report data.
 13. Analyzes, processes, and maintains accuracy of reported time/absence for employees utilizing Family Medical Leave Act (FMLA) and Workers Compensation leave.
 14. Analyzes system results for leave entitlement and usage data to resolve payroll/personnel inquires and problems.
 15. Routes paychecks to mailroom for distribution to employees Districtwide.
 16. Assists in processing various payroll transactions (i.e., terminations, responsibility pay, extra pay, stop payments, etc.)
 17. Investigates/researches questionable time reporting data; resolves payroll/personnel inquires and problems.
 18. Interprets, explains, and applies procedures, regulations, and written/verbal instructions.
 19. May implement/apply contract language and negotiated agreement changes.
 20. May interpret, implement, and communicate pertinent negotiated agreement language.
 21. Prepares instructional correspondence for materials sent to answer requests and complete forms.
 22. Collaborates with peers and customers; suggests HCM system and payroll process improvements.
 23. Addresses administration and employees regarding payroll-related inquiries/issues.
 24. Provides courteous, responsive, and accurate information to the public, administration, and employees.
 25. Conforms to safety standards, as prescribed.
 26. Perform other functional analyst support duties, as needed.
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Distinguishing Characteristics

Involves complex, responsible technical duties requiring substantial judgment and analytical ability necessary for preparing and distributing accurate hourly/salaried payrolls for all District employees.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of personnel and payroll procedures.
2. Knowledge of applicable federal, state, and local statutes/laws related to assigned area.
3. Knowledge of large-scale HCM systems as they relate to payroll.
4. Knowledge of complex statistical analysis and problem-solving techniques.
5. Ability to create and analyze original reports/correspondence.
6. Ability to collect, analyze, and interpret payroll/personnel data and documentation.
7. Ability to communicate effectively, both verbally and in writing, with people of diverse cultural, educational, and economic backgrounds.
8. Calculates and processes manual entitlement payoffs.
9. Ability to promote public relations and deal tactfully/diplomatically with people.
10. Ability to work independently and meet aggressive timelines.
11. Ability to meet predetermined deadlines and shift to new tasks when priorities change.
12. Maintain integrity/confidentiality of departmental records and employee documentation.
13. Ability to concentrate on the accuracy of detailed information.
14. Ability to analyze and apply complex mathematical computations.
15. Ability to interpret written and verbal instructions.
16. Ability to judge when to act independently and when to refer situations to a supervisor.
17. Ability to objectively collect/analyze data and prepare sound recommendations/reports.
18. Ability to plan and organize work.
19. Ability to cooperate with employees, management, the public, and other agencies.
20. Ability to recognize and report hazards and apply safe work methods.

21. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.)
2. Six (6) years' payroll experience (i.e., federal withholding/Medicare/Federal Insurance Contribution Act (FICA) withholding computations, Fair Labor Standards Act (FLSA) computing wage and overtime payments, calculating/recording payroll deductions, processing payroll transactions, etc.), including independent decision-making experience, public contact, organizing/coordinating complex records, confidential records, data processing/analysis, etc.; or, Associate degree from an accredited college/university and four (4) years' payroll experience; or, Bachelor's degree from an accredited college/university and two (2) years' payroll experience.

NOTE: Online Absence Reporting Systems (OARS), Kronos, Replicon, etc., processing systems do not meet the payroll experience requirement and will not be considered.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

Experience dealing with PeopleSoft HCM Systems.

Document(s) Required at Time of Application

1. High school transcripts or other equivalent (i.e., GED, foreign equivalency, etc.)
 2. Copy of a valid driver's license or state-issued identification card.
 3. Transcripts from an accredited college/university, if applicable.
 4. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

District Business and Finance Unit.

Work Environment

Strength

Sedentary/light - exert force up to 25 lbs., occasionally/frequently/constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

Computers, printers, copy machines, calculators, fax machines, telephones, filing cabinets/equipment, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees

equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 07/11/23
- Created: 08/26/21