

PAYROLL ANALYST

GENERAL STATEMENT OF DUTIES: Performs highly technical tasks which include conferring at length with user departments; serves as team leader for county wide Payroll work group; makes recommendations and provides job work specifications for programmers; works under the general supervision of the IT Director; directs and coordinates the work of subordinates; performs related work as required.

STATEMENT OF TASKS:

Identifies, analyzes and defines problems in a logical sequence and develops a solution to the problems including complete system design;
Designs, analyzes and lays out complete time and attendance systems and payroll systems;
Prepares detailed analysis plans, diagrams and verification procedures for existing and proposed payroll applications;
Assists programmers in program logic, development of test data and problem solving;
Consults with IT personnel and user department personnel concerned with implementation;
Develops specification and layout of records and reviews all program documentation for solution of problems;
Forwards assignments to programmers;
Analyzes systems, procedures, forms and data flow in manual and computerized environments;
Reviews programs and documents for compliance with documentation standards;

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the capability of payroll computer systems;
Good knowledge of all computer peripherals;
Knowledge of office terminology, systems development process, procedures;
Ability to analyze, design and layout complete payroll systems;
Ability to communicate and coordinate payroll systems county-wide;
Ability to understand and follow verbal and written communications;
Ability to communicate effectively orally and in writing;
Ability to apply exceptional analytical and logic skills to effectively prepare reports and implement computer specifications;
Ability to coordinate the work of subordinate employees;
Ability to attend work regularly and work under stressful conditions;
Ability to work off hours as needed to implement system so as to not effect day to day operations of other offices.

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MINIMUM QUALIFICATIONS:

Bachelor's degree in Business Administration, Computer Science, Management Information Services, or related field with at least 16 hours in computer science and six (6) years' experience in processing payroll, which includes complete systems design for installation and support on a large computer system;

OR

Twelve (12) years payroll experience on a county wide system which includes interfacing with Systems Analysts and programmers, which includes complete systems design for installation and support for a large computer system.

Established: March 28, 2013



Human Resources Director