

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION**04/26/07****PAYROLL ANALYST, 1630**

Summary of Duties: A Payroll Analyst is responsible for the analysis and interpretation of all policies, procedures, rules and regulations relating to the City of Los Angeles payroll to insure the accuracy of employee paychecks; supervises or oversees a group of professional, administrative and/or clerical employees; and performs related work.

Distinguishing Features: A Payroll Analyst works specifically for the Controller's Office and is responsible for processing centralized payroll, including oversight of all city departmental payroll operations, for the City of Los Angeles. The class of Payroll Analyst is distinguished from Payroll Supervisor, as the latter is a clerical class supervising staff involved in the payroll process throughout the City. Payroll Analysts also differ from Payroll Supervisors in that they require a different more analytical skill set than is required processing departmental payroll. Incumbents in the class of Payroll Analyst, as bona fide supervisors, are distinguished from lead workers in that they are responsible for the performance of the full range of supervisory activities including the application of discipline, processing and resolution of grievances, and evaluation of performance.

Examples of Duties:

- Manages the coordination, development, and implementation of payroll and payroll related activities Citywide and disbursement of City funds;
- Analyzes cash flow data to determine the cash level necessary to meet demands on the treasury;
- Provides oversight to payroll staff in other City departments;
- Confers with and advises high-level staff internally (General Managers, senior departmental staff, CAO, Personnel, and IT analysts) and externally (senior and executive level banking institution officials and union representatives);
- Audits, reviews and analyzes payroll/personnel documents for accuracy;
- Assists City departments in resolving payroll/personnel problems;
- Prepares payment vouchers related to payroll deduction and taxes;
- Performs special assignments as directed;
- Represents the City Controller before the Council and Council committees and in discussion with elected officials, City officers, and representatives of other public and private agencies;
- Train all Citywide payroll staff on new policies and procedures; and
- May be occasionally assigned other duties for training purposes or to meet technological changes or emergencies.

Qualifications: The incumbent must have the following knowledge, abilities, and skills:

Knowledge of:

- Principles, methods, and techniques of public finance including budgeting, expenditures, taxation and fiscal policy;
- Internal Revenue Service (IRS) income tax laws and State labor laws;
- Social Security and payroll processes;
- Payroll provisions of the City Charter, City ordinances, and Administrative Code including the Compensation Plan for the Fire and Police Departments;
- Procedures and practices in budget preparation and control, payroll computation, and in personnel management;
- Accounting and bookkeeping;
- Electronic data processing methods, equipment, principles, and applications related to payroll systems;
- Techniques of training, instructing, and evaluating subordinate's work performance;
- Techniques for counseling, disciplining, and motivating subordinate personnel;
- Grievance handling procedures;
- Effective safety principles and practices;
- Memorandum of Understanding (MOU) interpretation;
- Supervisory responsibility for equal employment opportunity; and
- City personnel rules, policies and procedures.

Ability to:

- Analyze and interpret general economic factors affecting the City's payroll operation;
- Prepare and present oral and written reports;
- Advise and make recommendations concisely, logically and convincingly; and
- Deal tactfully and effectively with the elected officials, City officers, representatives of public and private agencies and employees.

Minimum Requirements:

1. Graduation from a recognized four-year college or university with a major in finance, accounting, economics, business administration or public administration; **and**
2. Three years of full-time paid professional experience in a Citywide payroll operation or comparable operation in another governmental agency, one year of which must have been in a class at least at the level of Senior Accountant; **or**
3. Seven years as a Payroll Supervisor in the Controller's Office responsible for processing centralized payroll, including oversight of all City departmental payroll operations.

License:

A valid California driver's license may be required prior to appointment

Physical requirements: Strength to perform average lifting up to 15 pounds maximum and occasionally over 25 pounds; good speaking and hearing ability.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.