



<b>WORKING TITLE:</b> PAYROLL ANALYST	<b>CLASSIFICATION:</b> DATA ANALYST
<b>DEPARTMENT:</b> ADMINISTRATION	<b>DIVISION:</b> FISCAL SERVICES
<b>PAY RANGE:</b> NBYCM 19	<b>FLSA CATEGORY:</b> NON-EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 8810
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> JULY 2025

**JOB DESCRIPTION**

***GENERAL STATEMENT OF DUTIES:***

Position represents the interface between the clerical or accounting classifications and data processing. Manages, coordinates, and/or administers large complex data systems that require considerable training and experience to master. Working primarily with data spreadsheets, word processing, or programming does not qualify for this classification. Work may be performed in combination with other administrative tasks; but data analyst duties must constitute a significant portion of the overall duties performed.

***SUPERVISION RECEIVED:***

Works under the direct supervision of the Finance Manager and the Assistance Finance Manager.

***SUPERVISION EXERCISED:***

This position will normally function as a lead worker, line supervisor, or assistant supervisor.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Responsible for processing the entire payroll with minimum supervision.
- Assumes full responsibility for full cycle payroll for both salaried and hourly employees, month and year end reconciliation, and garnishments.
- Handles timekeeping, pays wages, ensures statutory and voluntary deductions are properly withheld, prints paychecks and pay stubs, and performs direct deposit and record-keeping duties.
- Processes and reconciles payroll to the general ledger, remitting payroll taxes and other withholdings each payroll, monthly quarterly and year-end payroll statements.
- Compiles payroll data, and enters data or computes and posts wages, and reconciles errors, to maintain payroll records, using a computerized payroll system.
- Records changes affecting net wages, for example exemptions, insurance coverage, and loan payments for each employee to update master payroll records.
- Updates system tables in accordance with associated bargaining agreements.
- Prepares periodic reports of earnings, taxes, and deductions.

- Prepares confidential payroll reports for supervisor during union negotiations, budgeting and other planning events.
- Acts as interface between departments and any software/hardware vendor support.
- Represents department at related meetings.
- Performs database administrator functions with support and appropriate oversight from IS Department.
- May include processing and manipulation of confidential data to assist personnel or labor relations.
- Performs extensive work in general ledger to conform to GAAP guidelines and independent auditors.
- Performs other duties as assigned.

### **JOB SPECIFICATION**

#### **KNOWLEDGE OF:**

- Complex Management Information System.
- Department programs and functions.
- Computer database programs, query language and report writers used by the county.
- Double-entry principles as required by the position.
- Accounting terminology, practices and records.
- HIPAA, FMLA, OFLA, PLO, FLSA, USERRA, COBRA, and Oregon PERS.
- Confidentiality rules related to personnel and fiscal administration.
- Collective Bargaining Agreements of the County and the relevant economic/payroll differences.

#### **SKILL IN:**

- Performing database administration.
- Processing and manipulation of data.
- Operating an automated payroll system.
- Maintaining confidentiality.
- Communicating, both orally and in writing.

#### **ABILITY TO:**

- Exercise independent judgment to manipulate data and create special reports.
- Make recommendations to vendors concerning system modifications and report in detail system problems to management and train others in the use of the system.
- Analyze financial and accounting records.
- Demonstrate and maintain confidentiality.
- Effectively and efficiently carry out policies of the department with co-workers, public, outside agencies, and county officials.
- Establish and maintain cooperative and effective working relationships with other employees, supervisors, and members of the public.
- Attend work as scheduled and/or required.

**MINIMUM EXPERIENCE AND TRAINING:**

High school diploma or GED is required. Three years' experience in a payroll-related field with two of the three years' experience in an advanced payroll, accounting, or data analytics associate degree or bachelor's degree in a related field may substitute for experience.

**OTHER REQUIREMENTS:**

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

Subject to successful completion of a background check and credit check.

**WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the workday. The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

*The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*