



HUMAN RESOURCES AND PAYROLL ANALYST

SALARY RANGE: \$99,244 - \$169,990

SUMMARY DESCRIPTION

The HR and Payroll Analyst works under general direction of the Human Resources Director. The HR and Payroll Analyst will analyze and execute in a variety of human resource (HR) matters, specifically focusing on Payroll, Human Resources Information and Human Resources Information Systems (HRIS) but also may include projects, analysis, and administrative duties in employee benefits administration, talent acquisition and onboarding, personnel policies and procedures, and learning and development. The role will specifically focus on current HRIS implementation and future HRIS module implementations that may include training, expense reimbursement, IT, performance management and other modules that may align with a seamless employee self service experience.

The Analyst performs a full range of complex assignments under general supervision and minimal detailed guidance to work collaboratively with management, consultants, and staff to administer HR policies, procedures, and processes. The Analyst will oversee payroll and HRIS in compliance with all state and federal regulations. This function is vital to ensuring a smooth and accurate payment process for our valued employees. The role has responsibilities including reviewing payroll and employee data and documents for inefficiencies and errors, validating that all amounts are accurate based on hours worked and ensuring payments are made on time. The successful candidate will have strong analytical and implementation skills, meticulous attention to detail, the ability to build useful and accurate reporting, provide strong customer service and employee guidance and to keep process documentation to help track our objectives.

SUPERVISION RECEIVED AND EXERCISED

The Human Resources / Payroll Analyst reports to the Director of Human Resources and will work closely with HR and Finance to ensure all payroll and HRIS activities are configured for accuracy and well-documented.

ESSENTIAL FUNCTIONS

- Collaborate with Finance, Admin, and HR to lead implementation for new Payroll/HR Information System including additional and potential Finance, IT and other modules to support employee functionality.
- Support various business leaders and stakeholders in providing administrative support including scheduling, documentation, preparation and planning.
- Process biweekly payroll and ensure proper withholdings, deductions taxes, garnishments while ensuring proper communications with 401a, 457, flexible spending, accounting partners and benefits carriers.
- Review timesheets and attendance records, responsible for preparation for month, quarter and year end processes including performing audits, preparing compliance reporting, assisting in taxfiling and other reconciliation and reporting.
- Analyze employee data to inform strategy based on trends and employee changes.
- Manage the administration of HRIS changes, employee self service, benefits enrollment and data entry for HRIS, following all HR rules, policies and procedures and state and federal laws.
- Design and implement procedures to streamline the HR lifecycle.
- Analyze compensation and job data to create equitable career paths in line with competitors and external benchmarks.

- Ensure up to date federal, state and local compliance practices and report to management all payroll issues, risks, opportunities and changes.
- Work with HR Director on strategic projects as well as program functions including training, recruitment, onboarding, classification and compensation.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices of modern payroll and HR, including federal and state laws, rules, and regulations related to the field.
- Principles and methods of project management as it relates to implementing HR Information Systems.
- Principles and practices of classification and compensation system management including statistical analyses and cost projections.
- Functions and operations of general HR policies and procedures.
- Modern office procedures and methods including automation and computer applications and software related to the work.
- Implications of HRIS data impact on earnings, compensation, benefits, jobs and individuals.
- Office administration practices including scheduling, administrative tasks and support functions.

Ability to:

- Recognize and resolve problems, elevating as needed.
- Analyze complex employee data and provide dashboards and recommendations.
- Assess requirements needed as it relates to HRIS and implement modules to serve the business and users.
- Analyze, collect, interpret, and evaluate a variety of complex qualitative and quantitative data; compute cost/benefit ratios; project costs.
- Manage a variety of simultaneous work projects to meet established timetables and commitments.
- Establish and maintain effective working relationships with those contacted in the course of the work, including officials and managers, representatives of other governmental agencies, community, business and other groups, employees, and the public.
- Provide excellent customer service to serve employees and other stakeholders, always being personable, kind, respectful and helpful.
- Prepare clear and concise reports, policies, procedures, correspondence, and other written materials.
- Balance a variety of administrative support needs in addition to project management and payroll/HRIS administration tasks.

REQUIRED QUALIFICATIONS

Experience and Training Guidelines: *Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

EDUCATION / EXPERIENCE: A combination of education and experience that would provide the knowledge and abilities listed. Education may be substituted for experience on a year for year basis. Typically, equivalent to possess of a bachelor's degree from an accredited college or university in human resources, business, psychology, or a related field and five (5) to seven (7) years of experience working in Payroll and/or HRIS functions. Experience working with complex or multi-state payroll required, and HRIS implementation experience is strongly preferred.

PHYSICAL AND WORKING CONDITIONS

The physical and mental demands described here 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 job functions.

ENVIRONMENT: Work is performed in a typical office setting with exposure to computer screens and at public events (fairs, meeting rooms, farmers' markets, etc.) with moderate noise and will require some evening and weekend work. The noise level in the work environment is usually typical of an office environment and public events.

PHYSICAL: While performing the duties of this class, employees are regularly required to sit, walk, and stand; talk or hear, in person and by telephone; reach with hands and arms. Employees are occasionally required to walk, and stand for prolonged periods; stoop, bend, kneel and twist; and may lift up to twenty pounds. Employees must be able to communicate in person, in writing, and by telephone with Board members, management, co-workers, vendors, consultants, and with the public in face-to-face, one-on-one, and group settings.

VISION: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and operate assigned equipment.

HEARING: Hear in the normal audio range with or without correction.

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