

**Leon County Public Schools
Classification Specification**

Salary Grade 27

Summary Information:

Classification Title: Payroll Analyst **Date Prepared:** 04/2003
FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name

327	Payroll Preparation	Compile and compute payroll for salaried staff, temporary and hourly workers, and teachers.
335	Payment Issuance	Prepare checks. Initiate payment in the accounting system.
326	Payroll Administration	Administer payroll policies and procedures. Answer questions and resolve problems of payroll preparers.
330	Payroll Reports	Prepare various reports, including deduction registers and payroll costs allocations.
361	Audit Programs	Develop and maintain internal audit programs for the various departments, programs and/or functions audited. May include more than a financial review.
008	Internal Liaison	Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.
342	Bookkeeping	Compile journal voucher entries, etc. Does <u>not</u> include departmental record keeping such as cost records.
045	Report Preparation (Non-Board)	Prepare required reports. This does <u>not</u> include reports for the Board.
024	Mail	Receive, stamp in, and/or distribute incoming correspondence and deliveries, handle outgoing mail, distribute in-house memos and supplies. Maintain mail boxes.
023	Department Records	Maintain and control records. Includes logs, cost records, personnel records, rosters, and general records.

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Activity Name (Cont.)

331	Benefit Plan Administration	Assist employees in completing enrollment forms for all benefit programs. Answer employee questions. Compile and file reports.
029	Correspondence	Prepare correspondence. Check for grammar and punctuation. May include translations.
042	Document Processing	Complete and process applications or forms, excluding funded program items.
021	Word Processing/Typing	Type forms, reports, memos, minutes, correspondence, newsletters, flyers and/or handbooks. Includes word processing and formatting forms.
999	Assigned Duties	Other duties as assigned.

General Classification Specification Factors:

Education/Experience:	B.A. Degree or B.S. Degree with three years related experience; or A.A. Degree with five years related experience; or Vocational training (720 hours) with six years related experience; or High School diploma or equivalent with seven years related experience
Supervisory Responsibility:	None
Type of Supervision:	N/A.

Effective Date: 07/01/2003