

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Payroll Retirement Analyst	CLASSIFICATION:	Classified Confidential
SERIES:	None	FLSA:	Exempt
JOB CLASS CODE:			

Maintain records, and process all changes regarding employee retirement programs; closely monitor documents received from other departments; correctly interpret personnel

Excel or Access80% Overall Score
Payroll80% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods and practices of payroll, retirement, and workers' compensation financial record keeping.
- Rules, regulations, laws, and policies governing payroll processing, preferably including California school districts.
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SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals.

NOTE: This job class has been designated “Confidential” by the Board of Education in accordance with the Rodda Act.