

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Payroll Retirement Analyst	<b>CLASSIFICATION:</b>	Classified Confidential
<b>SERIES:</b>	None	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>			

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

Excel or Access .....80% Overall Score  
Payroll .....80% 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.