RETIREMENT AND DEDUCTIONS ANALYST

DEFINITION

Performs a variety of analytical tasks related to employee benefits programs, payroll deduction operations and the deferred compensation plans such as 403(b) and 457(b).

TYPICAL DUTIES

Analyzes employee benefits and deferred compensation plan deduction operations, forms, records, reports, workflow, and work distribution for the purpose of developing more efficient systems.

Identifies problems in assignments, benefits, deductions, adjustments and corrections, and report preparation; and makes recommendations for problem prevention and resolution.

Plans, projects, and reports data relative to the efficiency of retirement health benefits and deferred compensation plans, which may involve establishing or recommending new procedures or instructions.

Reviews and interprets laws, rules, collective bargaining agreements, and policies and procedures, and recommends changes to conform to legislation that has been enacted.

Provides support, direction, and training to personnel in implementing changes.

Confers with and obtains information from the California State Teachers' Retirement System, California Public Employees' Retirement System, and Public Agency Retirement System and 403(b)/457(b) vendors to resolve problems or implement changes.

Serves as a subject matter expert and advises District programmers in computerizing payroll deduction and deferred compensation plan procedures.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Retirement and Deductions Analyst assists a Benefits Manager in coordinating the activities relative to benefits and deferred compensation deductions; and analyzes deduction operations and the retirement system and procedures.

A Benefits Manager manages the day-to-day operations of all areas in the Benefits Administration Branch, including health insurance, open enrollment, life insurance, flex spending accounts, retirement benefits, and payroll and personnel issues affecting health benefits.

A Supervising Insurance Technician supervises and reviews the work of lower-level employees involved in maintaining health and welfare benefits or insurance compliance; participates in the work of the branch; and performs and responds to the more difficult work and problems.

SUPERVISION

General supervision is received from a Benefits Manager. Technical supervision may be exercised over work performed by lower-level staff engaged in implementing changes in retirement and benefits deduction procedures.

CLASS QUALIFICATIONS

Knowledge of:

Procedures involved in payroll processing, including personnel assignments, time reporting, deduction control, and deferred compensation plans such as 457(b)/403(b) plans.

Rules, regulations, and provisions of the California State Teachers' Retirement System, California Public Employees' Retirement System, Public Agency Retirement System, and other applicable State laws

Federal, State, and District rules and regulations relative to salaries, deductions, and employee benefits

Computer applications and hardware in the management of payroll systems

Time-reporting and payroll deductions

Training and orientation methods

Ability to:

Identify problems in the payroll deduction retirement system and develop procedures to implement changes

Analyze, apply, and explain complex laws, rules, and regulations

Compile and analyze data and prepare clear and concise reports

Exercise good judgment and tact

Learn and apply complex formulas used in computing benefit amounts

Express technical concepts and communicate and work effectively with a wide variety of District and non-District employees, both individually and in groups

Work independently

Effectively utilize computer equipment and software

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably including courses in public, business or personnel administration. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Experience:

Two years of experience processing or administering payroll or benefits with a public agency of at least 2500 employees with responsibilities in areas such as retirement systems, deductions, employee processing and transactions, or accounting.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by relevant law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
11-07-24
BM