



JOB INFORMATION

Job Code:	165552
Job Title:	Payroll Systems Analyst
FLSA Status:	Exempt
Supervisory:	
Job Family:	HRIS
Job Family Group:	Information Technology
Management Level:	7 Individual Contributor

JOB SUMMARY

Ensures the accuracy and efficiency of payroll data and processes. Helps define, test, and deliver systems and technical support. Conducts customer research and collaborates with key stakeholders to gather business needs and translate them into functional/technical requirements. Develops and implements reports and workflows, and oversees regular system upgrades and maintenance.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Specialized/technical training	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		4 years	
	X	7 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience developing and configuring payroll systems and modules.
X		Proven expertise with business analytical functions.
X		Demonstrated experience designing HR systems, functions, and processes (e.g., payroll, time).

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Ability to interpret and apply all relevant policies, procedures and regulations.
X		Proven knowledge of integrated marketing concepts and labor markets.
X		Experience conducting/facilitating interviews and data gathering sessions.
X		Experience utilizing analytics tools to measure success, present improvement opportunities, and support executive decision making.
X		Excellent written and oral communication skills.
	X	Demonstrated experience with enterprise resource planning systems (e.g., Oracle, PeopleSoft) and process/project management tools (e.g., Promapp).
	X	Experience with varied employment and tax regulations and policies.
	X	Experience with programming languages.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Configures and optimizes payroll systems by integrating software and developing automated processes. Develops and independently manages multiple modules. Drives continuous improvements and thorough change management activities. Coordinates upgrades and troubleshooting efforts. Ensures complete testing and documentation for all system updates.				
Performs audits on payroll processes, documents, and data. Manages datasets, maintains data integrity, and documents processes and results. Collaborates with functional/technical staff to resolve complex issues and identify process-improvement opportunities and develop enhancements from inception to production.				
Maintains quality control by developing regular, complex, and custom reports for ongoing customer needs. Builds metrics and dashboards that present data in concise, visual, and logical manners. Stays current with best practices, industry trends, and emerging technologies.				
Proactively experiments with and analyzes new approaches and complex, diverse, and/or conflicting datasets to identify root causes. Develops and maintains knowledge base articles, tutorials, and training resources. Leverages expertise to facilitate innovation and ensure training activities and modules are effective, up-to-date, and maintain confidentiality.				
Establishes and maintains membership in appropriate professional organizations and continuity of any certifications, if applicable. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/

<i>Campus Security Authority (CSA)</i>	<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/	

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

_____	_____	_____
Print Employee Name	Signature	Date
_____	_____	_____
Print Manager Name	Signature	Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.