

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

**Occ. Code 0201100**

<b>Payroll Analyst 1, Grade 18</b>	<b>0201100</b>
<b>Payroll Analyst 2, Grade 23</b>	<b>0201200</b>
<b>Payroll Analyst 3, M-1</b>	<b>0201300</b>
<b>Payroll Analyst 4, M-2</b>	<b>0201400</b>
<b>Payroll Analyst 5, M-4</b>	<b>0201500</b>
<b>Assistant Director State Payroll Services, M-5</b>	<b>0201600</b>
<b>Director State Payroll Services, NS</b>	<b>0251900</b>

Brief Description of Class Series

Positions in this title series analyze and evaluate the administration and implementation of a weekly state payroll through the centralized payroll system for New York State agencies of the Executive, Judicial and Legislative Branches, including the State University and the City University of New York. Payroll Analysts review and issue determinations on specific types of payroll matters (including salaries, payments, taxes, retirement programs, deductions, and garnishments) to ensure consistency with changing state and federal laws, regulations, business rules, collective bargaining agreements and policies/procedures governing state payroll. Payroll Analysts make determinations affecting payroll actions that impact employee payroll records and paychecks. Incumbents are assigned to any of the Bureau of State Payroll Services functional areas such as earnings, deductions, systems support, information systems, administration, or training.

These positions are only classified at the Office of the State Comptroller.

Distinguishing Characteristics

*Payroll Analyst 1:* full-performance level; may supervise and guide Payroll Specialists 1 and 2, or clerical staff.

*Payroll Analyst 2:* first supervisory level; supervises a defined unit and business process; develops, modifies, or leads payroll projects.

*Payroll Analyst 3:* second supervisory level; supervises multiple units overseen by Payroll Analysts 2; develops, modifies, or leads major payroll projects.

*Payroll Analyst 4:* manager level; manages all phases of payroll analysis and process activities.

*Payroll Analyst 5:* manages one or more payroll services functional area(s).

*Assistant Director State Payroll Services:* one-position class; assists the Director State Payroll Services in directing the daily activities of the Bureau State Payroll Services.

*Director State Payroll Services:* exempt one-position class; directs the State payroll program.

### Related Classes

Payroll Examiners supervise the staff and operations of an agency or facility payroll program, or a segment of a payroll program, which entails the preparation of the regular, lag and special payrolls.

Payroll Specialists review payroll transactions that are prepared and submitted from agency and facility payroll offices, ensuring the accuracy of salaries, amounts paid, taxes withheld, and deductions and garnishments taken in the paychecks of State employees. Incumbents apply laws, regulations, business rules and procedures governing payroll transactions and salaries.

### Illustrative Tasks

*Payroll Analyst 1:* under the general direction of a Payroll Analyst 2, researches, reviews, analyzes, and establishes procedures to comply with all applicable State and federal laws, regulations, business rules, collective bargaining agreements, and procedures governing state payroll, including salaries, deductions, taxes, retirement programs, garnishments and levies; gathers information and assists agency payroll staff, deduction vendors, tax authorities, retirement system providers, garnishment officers and other entities with payroll-related issues, and questions; monitors payment and processing activities to detect data errors, determine causes, and develop and implement solutions; performs data analysis to identify areas of fraud, waste and abuse; evaluates, analyzes and reports on payroll information by programming and executing queries and use of other software tools; initiates post audit payroll reviews consistent with payroll business rules; researches, drafts, revises, and finalizes memoranda, bulletins, technical operational requirement documents, and various reports; assists in developing the business continuity plan for a payroll business unit; executes accounting transactions and assists with the reconciliation of weekly payroll disbursements; manages escrow accounts for the

payment of certain deductions, taxes and employee payments; and provides and conducts training for State agencies.

*Payroll Analyst 2:* under the general direction of a Payroll Analyst 3 or 4, supervises, plans, assigns and reviews the work of subordinate staff; serves as the lead analyst on payroll projects and studies; determines business requirements and document workflows for upcoming payments, changes in employee benefits or deductions, or process improvements to form the basis for the design of system changes; oversees, establishes and maintains processes to ensure activities related to the payroll cycle are completed accurately, on-time and in compliance with OSC policies and procedures; conducts training needs assessments and provides recommendations; develops internal controls, identifies risk assessments, and institutes corrective measures; develops the business continuity plan for a defined unit; and may perform all of the same duties and functions as a Payroll Analyst 1 to meet payroll operational needs.

*Payroll Analyst 3:* under the general direction of a Payroll Analyst 4 or 5, supervises, plans, assigns and reviews the work of subordinate staff in multiple units; develops, modifies, or leads major payroll projects and newly negotiated payments; oversees and performs the more difficult assignments where no clear precedents or established guidelines are established; interprets and clarifies policy guidelines and identifies critical issues for management; performs multi-part analysis and coordinates the planning for multiple units or projects; analyzes the impact of changes to business processes and evaluates timelines and priorities to ensure adequate resource availability; works with staff, liaisons and managers to develop the business continuity plan for multiple units or a functional area; coordinates the development of staffing plans and strategies to address payroll operational requirements, unit workloads and agency needs; meets with agency executive and management staff to determine payroll issues and appropriate actions; develops performance plans and implements cross-functional training; monitors and alters payroll system production schedules and deadlines; assists in collective bargaining negotiations by attending meetings and analyzing proposed contract language and other agreements that will impact the processing of payroll; establishes, maintains and improves customer and vendor relationships on an on-going basis; and interacts with the representatives of other State and federal agencies.

*Payroll Analyst 4:* under the general direction of a Payroll Analyst 5, manages all phases of payroll analysis and process activities; supervises, plans, assigns, and reviews the work of subordinate staff in a major functional area; provides guidance and assistance to analysts in conducting fact gathering and analysis; maintains a strong working knowledge of the functionality of the State Payroll system; analyzes system performance and identifies opportunities for system enhancements or modifications to improve workflow or ensure compliance with rules, regulations and laws; oversees quality assurance review of all policy memoranda, such as Payroll Bulletins; ensures a business continuity plan is

developed to carry out the mission critical activities for a functional area, cross-functional areas, or the entire Bureau; conducts analyses and makes the final determinations for requests involving significant statewide policy; and provides managerial support to manage the overall activities of a functional area.

*Payroll Analyst 5:* under the general direction of the Assistant Director State Payroll Services, oversees policy, planning, operations, analysis and redesign of payroll operations and systems for an assigned functional area; provides guidance and direction to the Governor's Office of Employee Relations, Legislative fiscal committees, the Division of the Budget and the Department of Civil Service concerning all contract negotiations and in the drafting of contract legislation with respect to potential impact on the payroll system; monitors and reviews staff analysis and interpretation of payroll-related contract language, statutes, memoranda and other agreements for purposes of implementing required payroll system changes; monitors and reviews control systems in place to safeguard against theft, abuse and fraud; identifies operations requiring improved quality assurance activities; and develops, maintains and reports reliable financial and management data.

*Assistant Director State Payroll Services:* under the direction of the Director State Payroll Services, assists the Director in the overall management of the Bureau; assists in the oversight of all Bureau functions, including all Payroll enhancement projects; supervises the day-to-day operations; represents the Bureau with officials of all branches of State government, State agencies, Union representatives, taxation authorities, garnishment agents, payroll vendors, and various public entities; provides leadership in the development and implementation of bureau-wide key performance indicators; oversees the development and maintenance of key performance indicators that are relevant to improving business practices; oversees the Bureau data analytics program; develops and maintains a program to extract payroll data used to identify fraud, waste, abuse, policy/regulatory non-compliance and business performance; recommends data models with the goal of highlighting useful information, suggesting conclusions, and supporting decision making; oversees the management of the Bureau's business continuity plan; and oversees the Bureau's Internal Controls and risk assessment plan.

*Director State Payroll Services:* directs the operations of the Bureau of State Payroll Services; ensures the timely, legal and cost efficient payment of all State employees, State officials and personnel employed by various public and quasi-public entities; represents the Comptroller and interacts with various State control agencies, legislative committees and union officials; directs the development and implementation of new procedures, automated or manual, as a result of changes in law, policies and negotiated settlements or efforts to improve service to customers; and oversees the review and analysis of all proposed salary changes and other legislation affecting payroll operations and develops specific recommendations reflecting the Comptroller's position.

Minimum Qualifications

*Payroll Analyst 1*

Open-Competitive: bachelor's degree and completion of a two-year traineeship.

*Payroll Analyst 2*

Promotion: one year of service as a Payroll Analyst 1.

*Payroll Analyst 3*

Promotion: one year of service as a Payroll Analyst 2.

*Payroll Analyst 4*

Promotion: one year of service as a Payroll Analyst 3, or two years of service as a Payroll Analyst 2.

*Payroll Analyst 5*

Promotion: one year of service as a Payroll Analyst 4.

*Assistant Director State Payroll Services*

Promotion: one year of service as a Payroll Analyst 5.

*Director State Payroll Services*

Exempt: no minimum training and experience requirements are established for exempt positions.

**Note:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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