SENIOR TIME AND LABOR ADMINISTRATION ANALYST

FC: FC200
PG: PB: D
FLSA: Exempt

PC: 880
BU: 31 (AFSCME)
Revised: June 2015

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, performs complex administrative and technical analyses in support of Time and Labor Administration Division functions and activities; ensures the accuracy, integrity, and completeness of the payable time data gathered by the Time and Labor system; participates in Time and Labor problem-solving analysis and trouble-shooting services, and in the development and testing of the Time & Labor business application; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the advanced journey level within the Time and Labor Administration Analyst series. Positions at this level perform complex duties assigned to the series. Employees in this class are typically assigned responsibilities above journey level and exercise independent judgment in the performance of duties. This class is distinguished from the Analyst level in this series in that this classification has advanced knowledge of the PeopleSoft Time and Labor module, knowledge of the PeopleSoft Human Capital Management (HCM) system and performs complex duties assigned to the series.

REPORTS TO

This position reports to the Manager of Time and Labor Administration or his/her designee.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Performs a variety of complex administrative support activities related to Time and Labor processes, including scheduling and monitoring the Time Administration process; creates and runs ad hoc queries; runs Time Administration and Time and Labor reports; and resolves complex errors associated with Time Administration process.

2. Performs a variety of complex Time and Labor troubleshooting and support activities, including resolving configuration-related time exceptions; coordinating resolution of audit discrepancies; supporting foreworkers, supervisors, and managers in troubleshooting process issues and in resolving time exceptions.

3. Performs a variety of Time and Labor system set-up, configuration and maintenance

activities, including performing audits of the payable time load for overages and exceptions; maintaining Time & Labor enrollment for work groups, task groups, and comp time plans; maintaining employee schedules; and ensuring long-term bid/schedule updates for the Time & Labor system; communicates and executes annual and fiscal year Time & Labor processes.

4. Coordinates configuration of Time Collection Devices (TCD) including work order updates from the General Ledger and interfaces to Time and Labor system.

5. Works with Payroll staff on payable time load and coordinates with foreworkers, supervisors and managers on required last-minute updates and audit discrepancy resolution.

6. Performs a variety of special projects and assignments related to the Time & Labor aspects of development and maintenance, including testing patches and fixes, developing specifications for required reports and/or Time and Labor rules.

7. Introduces newly hired employees to the Time & Labor system in a classroom setting to teach how to understand and navigate through the system; introduces to the BART Web Portal page, Employee Self Service pages, holiday schedules, payroll calenders, pay adjustment, and various Time & Labor rules.

8. As assigned, represents Time & Labor Administration Division at various meetings with other departments and divisions; communicates information and activities with others as appropriate.

QUALIFICATIONS

Knowledge of:
- Automated timekeeping systems, including PeopleSoft Time & Labor.
- Basic principles, practices and methods of administrative and organizational analysis.
- Basic principles and practices of accounting.
- Basic principles and practices of system configuration rules and testing.
- Principles and practices of program implementation.
- Latest technology related to office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications.
- Principles of business letter writing and report preparation.
- English usage, spelling, grammar and punctuation.
- Principles and procedures of record keeping.
- Related Federal, State and local laws, codes and regulations.

Skill in:
- PeopleSoft Time & Labor.
- Performing administrative and technical analytical support duties in a variety of areas including accounting, payroll, financial, and information systems.
- Collecting, evaluating and interpreting varied information and data, either in statistical or narrative form.
- Evaluating alternatives and reaching sound conclusions.
- Interpreting and applying laws, regulations, policies and procedures.

- Preparing clear, concise and complete reports and other written materials.
- Maintaining accurate records and files.
- Working independently in the absence of supervision.
- Coordinating multiple projects and meeting critical deadlines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Training other employees on the use of PeopleSoft Time & Labor timekeeping system.
- Communicating clearly and concisely, both orally and in writing.
- Operating office equipment including computers and supporting word processing and spreadsheet applications.

MINIMUM QUALIFICATIONS

Education:
A Bachelor's degree in accounting, business or public administration, economics, or a closely related field from an accredited college or university.

Experience:
Three (3) years of (full-time equivalent) verifiable professional level experience in administrative analyses, which must have included hands-on working experience with PeopleSoft Time & Labor.
Certified PeopleSoft Time and Labor Training preferred.

Substitution:
Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

WORKING CONDITIONS:

Environmental Conditions:
Office environment; exposure to electronic equipment.

Physical Conditions:
Requires maintaining physical condition necessary for sitting for prolonged periods of time.

EEOC: 02
Safety Sensitive Designation: No