



Payroll and Benefits Analyst

The California State Assembly Rules Committee – Human Resources is seeking a highly skilled and motivated professional to join our team as a Payroll and Benefits Analyst.

Position Summary

The Payroll and Benefits Analyst serves as a lead expert in payroll and benefits, performing complex and specialized work in support of Assembly operations. This position plays a key role in payroll administration, vendor coordination, compliance reporting, and HR systems support.

Key Responsibilities

- Lead payroll and post-payroll processing, including preparation of payroll and reconciliation of benefit providers claims and billings
- Prepare quarterly and annual payroll tax filings and calculate workers' compensation payments in coordination with employee leave balances
- Serve as lead liaison on HRIS initiatives, including Oracle system support and testing, and develop reports, metrics, and data analyses to support business decisions
- Train and support staff on payroll and benefits processes

Required Knowledge & Experience:

- Payroll processing and payroll tax compliance
- Basic accounting principles
- Employee Benefits and of benefit providers billing and reconciliation processes
- Experience with Oracle HRIS
- Advanced Microsoft Excel and Word skills

Experience administering payroll and HRIS in a public agency is highly desirable.

Core Competencies:

- Strong analytical and problem solving skills
- Ability to interpret and apply policies and regulations
- Effective communication and collaboration
- Ability to manage projects and work independently
- High level of discretion and confidentiality
- Ability to work under pressure and meet deadlines

Salary Range: \$7,061 – \$11,740 per month

Anticipated Hire Range: \$7,061 – \$9,000 per month*

Work Location & Schedule: This position is based at 1020 N Street, Suite 300, Sacramento, CA, and requires an in-person schedule, Monday through Friday, 9:00 a.m. to 5:00 p.m. Additional hours may be required based on business needs.

Final Filing Date: Open until filled

How to Apply: Submit a cover letter and resume to: Human.Resources@asm.ca.gov

**The anticipated hire range reflects the expected starting salary for this position. Placement within the range is based on qualifications, experience, and internal equity.*