

**CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING**

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Community Coordinator</u>	Salary:	<u>\$47,703 - \$74,049*</u> <u>\$54,858 - \$74,049**</u>
Title Code:	<u>56058</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Timekeeping Supervisor</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Executive/Human Resources/Timekeeping</u>		

Job Description

- Act as liaison with the Payroll Unit to interpret and resolve unusual circumstances affecting paychecks and personnel actions.
- Supervise quality control functions of Timekeeping Unit to monitor time and leave data.
- Research timekeeping issues and provide information to management and staff; act as liaison with the Office of Payroll Administration and FISA when appropriate.
- Maintain recordkeeping system; prepare weekly, monthly reports; assist staff with special timekeeping problems; perform special projects as requested.

***Non-City rate**

****City incumbent rate**

Minimum Qualifications:

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or 2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or 3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Preferred Skills:

- Must be proficient in City Time, PMS, NYCAPS, CHRMS, RMDS and WCS.
- Broad knowledge of Citywide time and leave policies and procedures.
- Experience supervising staff.
- Ability to work with diverse population and communicate with oversight agencies.
- Strong organizational skills, ability to multitask and prioritize workload.

NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.

TO APPLY

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>
Click on Recruiting Activities/Careers and Search for Job ID # 176653

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID# 176653

Please do not email, mail or fax your resume to DFTA directly.

Posting Date: November 26, 2014	Post Until: Filled	JVN No. 125-15-16-CW
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WE ARE AN EQUAL OPPORTUNITY EMPLOYER