

**City of New York**  
**DEPARTMENT OF CORRECTION**  
**Citywide Job Posting Notice**

<b>Civil Service Title:</b> Administrative Manager	<b>Level:</b> NM
<b>Title Code No:</b> 1002C	<b>Salary:</b> \$75,000-\$90,000 <b>Frequency:</b> Annual
<b>Business Title:</b> Deputy Director, Payroll & Timekeeping Management	<b>Work Location:</b> 75-20 Astoria Boulevard, East Elmhurst, New York 11370
<b>Division/Work Unit:</b> Human Resources	<b>Number of Positions:</b> 1
<b>Job ID:</b> 201103	<b>Hours/Shift:</b> Day Tour

**Job Description**

The New York City Department of Correction seeks an experienced candidate to serve as the Deputy Director of Payroll & Timekeeping Management. The Unit currently provide payroll, timekeeping and benefits services to the DOC 12,000 uniform and non-uniform employees. Under general supervision and with latitude to exercise decision making and independent judgement, the successful candidate will be responsible for supporting and assisting the Director of Payroll and Timekeeping with supervising and managing the daily operations the unit. The incumbent will partner with the director on achieving the following tasks to include but is not limited to:

- Overseeing all aspects of payroll and timekeeping functions, including interpreting rules and regulations that govern payroll guidelines and procedures, user service guides issued by the Office of Payroll Administration (OPA), as well as directives from the Office of Labor Relations (OLR), and the NYCAPS Central user community group;
- Coordinating payroll and timekeeping transactions, deductions and entry changes to meet payroll deadlines;
- Reviewing payroll and timekeeping records, payroll processes and documents for personnel actions;
- Reviewing payroll reports to ensure that payroll transactions are accurate; create procedure manuals to train new staff in the unit; providing oversight of payroll functions to ensure accuracy to eliminate overpayments, underpayments, and payroll errors;
- Assisting with drafting correspondence and documents on payroll as well as time and leave policy and procedures, directives and interpretations;
- Performing a variety of administrative and customer service functions including providing accurate and timely responses to employees and supervisors regarding payroll/timekeeping/and employee benefits inquiries;
- Working independently and as a team in achieving the goals of the payroll and timekeeping unit;
- Supervising and training the unit staff in calculating employee back pay, grievance settlement payments, union and contract increases; terminal leave payments; specialty pay; differentials; longevity; etc.;
- Developing and implementing best practices and audit procedures to enhance the efficiency of the unit;
- Researching and processing quarterly longevity differentials, service increments, and recurring increments payments; managerial/contractual salary changes based on collective bargaining/mayoral agreements; managerial lump sums and taxable fringe calculations; etc.;
- Maintaining and updating the database for differentials tracking;
- Recommending solutions to resolve payroll issues;
- Partnering with OLR, FISA, NYCAPS, DCAS and other city agencies in solving payroll issues;
- Performing related duties as assigned.

**Minimum Qualification Requirements**

1. A baccalaureate degree from an accredited college and four years of satisfactory, full-time progressively responsible clerical/administrative experience requiring independent decision-making concerning program management or planning, allocation for resources and the scheduling and assignment of work, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and five years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
3. A four-year high school diploma or its educational equivalent and six years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
4. Education and/or experience equivalent to "1", "2" or "3" above. However, all candidates must possess the 18 months of administrative, managerial, executive or supervisory experience as described in "1", "2" or "3" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the administrative, managerial, executive or supervisory experience described in "1", "2" or "3" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3½ years.

**Preferred Skills**

Knowledge of NYC payroll, timekeeping & personnel policies and procedures;  
 Strong knowledge of NYCERS, NYC Deferred Compensation Plan & Management Benefits Fund;  
 Professional experience working with CityTime, PMS, RMDS, CHRMS; NYCAPS; etc.;;  
 Strong leadership, organizational, analytical, oral and written communication skills;  
 Microsoft Office (Word, Excel, Access, Outlook, PowerPoint) proficiency.

**Residency Requirement**

New York City residency is generally required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

**To Apply**

For City employees: Go to Employee Self-Service (ESS)-[www.nyc.gov/ess](http://www.nyc.gov/ess). and search for Job ID#:201103.  
 For all other applicants: Go to [www.nyc.gov/careers/](http://www.nyc.gov/careers/) and search for Job ID#: 201103

Submission of a resume is not a guarantee that you will receive an interview.  
 Only candidates under consideration will be contacted.

**Post Date:** 07/21/2015

**Post Until:** 08/04/15

