

City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice

Civil Service Title: Administrative Staff Analyst	Level: II	
Title Code No: 10026	Salary: \$100,000-\$120,000 Frequency: ANNUAL	
Business Title: Director of Payroll & Timekeeping Management	Work location: 75-20 Astoria Blvd, East Elmhurst, New York 11370	
Division/Work Unit: Human Resources	Number of Positions: 1	
Job ID: 181113	Hours/Shift: Day Tour	
<div>Job Description</div> <p>The New York City Department of Correction has a unique and exciting career opportunity for an experienced and highly motivated candidate to serve as the Director of Payroll & Timekeeping Management. Under direction and with latitude to exercise independent judgment, the Director will be responsible for directing and overseeing all aspects of payroll and timekeeping operations; military leaves, sick leaves and other leave programs; employee and retiree benefits administration; monitor time, leaves, payroll and timekeeping audits; interpret rules and regulations that govern departmental employees; interpret and implement timekeeping best practices, guidelines, procedures, user services 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; coordinate payroll and CityTime transactions, deductions and entry adjustments; meet payroll deadlines; review payroll and timekeeping records; draft correspondence and documents on payroll as well as time and leave policy and procedures, directives and interpretations; serves as liaison to the Office of Payroll Administration, NYCAPS Central user community group, as well as other citywide groups or committees as may be required; prepare and create payroll related ad-hoc reports and any and all data spreadsheets related to payroll and timekeeping; supervise staff in the performance of the above functions; and perform related assignments or special projects as required.</p>		
<div>Qualification Requirements</div> <p>1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or 2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in 1 above, including the 18 months of executive, managerial, administrative or supervisory experience as described in 1 above.</p>		
<div>Preferred Skills</div> <p>Ability and knowledge to interpret city-wide policies and procedures issued by the NYC Office of Payroll Administration, Department of Citywide Administrative Services, and the Office of Labor Relations. Ability to demonstrate sound understanding of NYC payroll and timekeeping procedures, rules, guidelines and regulations. Proficiency with CityTime, CHRMS, PMS, RMDS, and NYCAPS systems and related software. Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) proficiency. Experience managing a team of professionals, creating an environment of collaboration and teamwork. Excellent writing, communication, inter-personal, time-management, analytical, problem-solving, and organizational skills. Good quantitative skills a plus.</p>		
<div>Residency Requirements</div> <p>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.</p>		
<div>To Apply:</div> <p>For City employees: Go to Employee Self-Service (ESS)-www.nyc.gov/ess. Click on Recruiting Activities > Careers and search for Job ID#:181113</p> <p>For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#: 181113</p> <p>Attention: Floretha Bryant</p> <p>Submission of a resume is not a guarantee that you will receive an interview. Only candidates under consideration will be contacted.</p>		
Post Date: 01/13/2015	Post Until: 01/27/2015	

The City of New York is an Equal Opportunity Employer