

REVISED VACANCY NOTICE
NEW YORK CITY DEPARTMENT OF INVESTIGATION
JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Principal Administrative Associate III

TITLE CODE NO: 10124

OFFICE TITLE: Deputy Director, Payroll & Timekeeping

WORK LOCATION: Manhattan

UNIT: Administration

NO. OF POSITIONS: 1

SALARY RANGE: New Hire: \$45,754
Incumbent Rate: \$52,617
Maximum: \$69,924

JOB DESCRIPTION

DOI is seeking a Deputy Director of Payroll & Timekeeping with prior City payroll and timekeeping experience to perform all activities necessary for the preparation, approval and distribution of DOI's payroll. S/he will implement and maintain procedures that ensure the integrity of the payroll. S/he will review all Payroll Management System (PMS) reports and approve pay details for salary and leave status actions ensuring that records are maintained and are in compliance with all established City procedures, regulations, payroll and timekeeping principles. S/he will process all one-time payments and deductions, including fines, suspensions, labor stipulation awards and leave balance lump sum payments.

The Deputy Director will serve as agency liaison to Office of Payroll Administration and internal departments. S/he will analyze and implement orders from the Office of Labor Relations, Union Contracts, Mayoral Orders and related material for titles used by DOI. Other related duties include tracking longevities, salary differentials and processing managerial lump sums. S/he will supervise staff in the Payroll & Timekeeping Unit.

ESSENTIAL SKILLS

Preference will be given to candidates with knowledge of the Payroll Management System (PMS), NYCAPS, Managerial Lump Sum calculation, CHRMS, Microsoft Word and Excel. Knowledge of NYC Time & Leave Rules and Regulations and Contractual Agreements preferred. Candidates should be detail-oriented and have excellent analytical, communication and organizational skills.

QUALIFICATIONS REQUIRED

1. A baccalaureate degree from an accredited college and three years of satisfactory, full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and four years of satisfactory, full-time progressively responsible experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent and five years of satisfactory, full-time progressively responsible experience as described in "1" above; or
4. Education and/or experience equivalent to "1", "2" or "3" above. However, all candidates must possess the one year of administrative or supervisory experience as described in "1" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described in "1" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3 ½ years.

TO APPLY, PLEASE SUBMIT COVER LETTER, RESUME, AND WRITING SAMPLE TO:

Personnel@doi.nyc.gov

or
Recruitment Division
NYC Department of Investigation
80 Maiden Lane, 25th floor
New York, NY 10038

The posting # **MUST** be the subject line of email. Electronic submissions are preferred. Please also indicate the posting# in the upper right hand corner of cover letter and resume. Please send your cover letter and resume only once; you will receive confirmation of receipt.

The Department of Investigation is an Equal Opportunity Employer.
NYC residency required within three months of appointment.
Appointments are subject to Office of Management & Budget (OMB) approval for budgeted headcount.

POSTING DATE: 08/11/08 POST UNTIL: Filled POSTING #: 032-09-004
THIS IS A RE-POSTING OF 032-08-032. IF YOU HAVE ALREADY SUBMITTED AN APPLICATION FOR THIS POSITION PLEASE DO NOT REAPPLY.