

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

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Administrative Manager NM-I</u>	Salary:	<u>\$81,144 - \$100,000</u>
Title Code:	<u>1002C</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>Office of Human Resources/Payroll & Timekeeping</u>		

Additional Information:

In order to be considered for the position candidates must be a current City Employee and be serving permanently in the title of Administrative Manager or have taken the most recent Administrative Manager civil service exam and be reachable for appointment from the resulting list.

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs.

Job Description:

The NYC Department for the Aging (NYC Aging) promotes and supports inclusive, safe, affordable, healthy aging. NYC Aging remains steadfast in its role and responsibility to preserve the dignity and quality of life for approximately 1.8 million diverse older New Yorkers by eliminating food insecurity, providing access to affordable, stable housing, enhancing access to quality healthcare services and protecting older New Yorkers from harm and abuse with the ultimate goal of a more age-friendly city in which older adults can age gracefully with respect.

The Office of Human Resources (OHR) is responsible for the agency's human capital administration, which includes recruitment and onboarding, civil service administration, labor relations, offboarding, training and professional development, timekeeping & payroll, employee benefit programs, performance management, employee recognition, agency-wide events, and partnering with citywide and oversight agencies to facilitate the agency's workforce management business needs.

The Office of Human Resources (OHR) seeks a dynamic and highly motivated individual to serve as the Timekeeping Supervisor within the Timekeeping Unit. The Timekeeping Supervisor will report directly to the Senior Director of Payroll and Timekeeping and assist in supporting and executing Timekeeping functions. The selected individual will be knowledgeable in the City's timekeeping policies and procedures, such as the Absence Control Program, and help to ensure that NYC Aging is in compliance.

The Timekeeping Supervisor duties and responsibilities will include but not be limited to the following:

- Supervise Timekeeping staff and support Senior Director of Timekeeping and Payroll with daily operations of the timekeeping unit.
- Audit the work unit processes to ensure accuracy and operational efficiency.
- Monitor NYC Aging employees' timesheets for timely approval; ensure proper leave usage such as annual and sick leave for accurate pay and to prevent overpayments.
- Serve as the agency CityTime administrator; maintain and update the agency CityTime approval tree; and ensure new hires are enrolled in CityTime accordingly.
- Administer the agency's Absence Control and Lateness Program; conduct audit of special leave banks such as Blood Donation and Floating Holiday Leave, to ensure timely usage in accordance with citywide policies and procedures.
- Research timekeeping issues, provide resolutions and keep OHR leadership informed; serve as the agency liaison with oversight agencies such as Office of Payroll Administration and Financial Information System Administration (OPA-FISA).
- Coordinate DP-2001 submission for incoming/outgoing requests; review timekeeping reports such 920 Report to identify discrepancies and ensure accurate compensation.

- Generate weekly/monthly reports as needed; and perform special projects as requested by senior leadership.

Minimum Qualifications:

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:

- Minimum of three years of Timekeeping experience.
- Must be proficient in City Time, PMS, NYCAPS, CHRMS, RMDS.
- Strong knowledge of Citywide Time and Leave policies and procedures.
- Minimum of three years of supervisory experience.
- Excellent interpersonal skills with the ability to work effectively with staff at all levels; demonstrated experience in conflict resolution.
- Proficient in MS Word, Access, Excel, and PowerPoint.
- Strong work ethic and ability to manage multiple priorities in a fast-paced environment.
- Self-motivated, takes initiative and highly analytical and detailed oriented.

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

TO APPLY

Please be sure to submit a resume & cover letter when applying.

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 #786121

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID #786121

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

55-a Program:

This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program.

Posting Date: September 17, 2026	Post Until: Filled	JVN No. 125-27-17 CW
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