

THE CITY OF NEW YORK
OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS
CITYWIDE JOB VACANCY NOTICE

Civil Service Title: Principal Administrative Associate	Level: I	Title Code: 10124
Office Title: Payroll Analyst	Salary: \$54,100 - \$60,000	
Division: Administration/Human Resources	Number of Positions: 1	
Work Location: 100 Church Street, New York, New York	Hours/Shift: Full Time	

ABOUT OATH:

The City of New York’s Office of Administrative Trials and Hearings (OATH) is the nation’s largest administrative tribunal, holding approximately 400,000 trials and hearings a year. As the City’s central, independent administrative law court, OATH adjudicates a wide range of matters filed by nearly every city agency, board and commission. OATH also houses the Center for Creative Conflict Resolution which provides mediation and restorative justice support to City government agencies and the general public, and the Administrative Judicial Institute, a resource center that provides training, continuing education, research and support services for administrative law judges and hearing officers.

JOB DESCRIPTION:

The Office of Administrative Trials and Hearings is seeking to hire one (1) Principal Administrative Associate Level I to serve as Payroll Analyst. The Payroll Analyst will play a vital role within the OATH’s Human Resources Department by verifying and certifying the biweekly payroll; ensuring that all deadlines are met, and that employees’ paychecks and paystubs are distributed timely.

The Payroll Analyst responsibilities will include, enrolling, cancelling and suspending direct deposits and commuter benefits; verifying employment status; providing information on and completing Loan Forgiveness Program applications; processing Paid Family Leave (PFL) and leaves of absence; processing separation documents for DCAS; assisting with processing check refund payments; processing stop EFT payments in PMS and check reissuance; processing of differentials, RIPs and longevity payments; processing of “one time” payments, supplemental payments and “one-time” deductions; and performing payroll reconciliation and summary for OPA. When necessary, the Payroll Analyst also runs reports in PMS and CHRMS for distribution. The Payroll Analyst will research, resolves, and responds to payroll inquiries. The Payroll Analyst will also be responsible for making sure that there are no payroll errors, such as over payments and assist with other payroll related functions. The Payroll Analyst may be called upon to assist with other tasks within the human resources department.

MINIMUM QUALIFICATION REQUIREMENTS:

1. A baccalaureate degree from an accredited college or university and three years of satisfactory, full-time progressively responsible clerical or administrative experience, at least one year of which must have been administrative experience or experience supervising staff performing clerical work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college or university and four years of satisfactory, full-time progressively responsible clerical or administrative experience including one year of administrative or supervisory 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 clerical or administrative experience including one year of administrative or supervisory experience as described in "1" above; or
4. Education and/or experience which is equivalent to "1", "2" or "3" above. Education above the high school level may be substituted at the rate of 30 semester credits from an accredited college or university for 6 months of experience, up to a maximum of 3½ years. However, all candidates must possess one year of administrative or supervisory experience as described in "1" above

Preferred Skills:

Working knowledge of payroll functions
Good working knowledge of NYCAPS, CHRMS, PMS
Experience handling sensitive and confidential information
Well-organized, and able to work independently and collaboratively
High degree of professionalism in communicating with external parties and internal staff
Excellent attention to detail and organizational skills
Good working knowledge of MS Outlook, Word, Excel

To Apply:

For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for the Job ID listed. For all other applicants, please go to www.nyc.gov/jobs/search and search for the Job ID listed.

SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW.
APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL.

No telephone calls, faxes or personal inquiries please.

Only those candidates under consideration will be contacted.

For more information about OATH, visit us at: www.nyc.gov/oath

Post Date: 3/1/2023	Post Until: 5/30/2023	JVN: 820-2023- 576857
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OATH and the City of New York are Equal Opportunity Employers