

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Senior Time Management Reviewer
Salary:	\$49,492 - \$60,000
Bureau/Division:	Administration
Period:	October 17, 2013 – November 8, 2013

JOB DESCRIPTION

The Bureau of Administration manages the Comptroller's Office operating and capital budgets, as well as procurement and payment responsibilities, facilities management, support services, and the full breadth of its human resource functions including payroll and time management.

Under the direction of the Deputy Director of Payroll & Time Management, the Senior Time Management Reviewer will be responsible for overseeing the time management functions of the Comptroller's Office 750 full-time and part-time employees. Responsibilities include, but are not limited to, the following:

- Interprets time and attendance rules and regulations that govern the Comptroller's Office employees. They are derived from a number of sources including the Citywide Time & Leave regulations, Labor Agreements, Executive Orders, Personnel Services Bulletins from the Department of Citywide Administrative Services, the Office of Payroll Administration and internal policies of the Office of the Comptroller;
- Monitors and controls the workflow of CityTime, including scheduling assignments, organizational approvals, processing time record and audits to ensure accuracy and compliance with Citywide Rules and Regulations;
- Generates and maintains highly confidential employee tracking databases;
- Prepares audits upon employee separation and Special Leaves of absence;
- Assists with Managerial Lump Sum Payments upon Managerial employee separation;
- Oversees and maintains the repository of confidential employee files and data related to time and leave matters;
- Advises and responds to employee time and leave questions, while addressing and resolving discrepancies and concerns;
- Supervises staff in any or all of the above mentioned items;
- Undertakes complex reports and special projects relating to issues associated with time and leave.

QUALIFICATION REQUIREMENTS

- BA/BS degree from an accredited college and four (4) or more years of satisfactory, full-time progressively responsible clerical/administrative experience requiring independent decision

making and discretion concerning timekeeping or a closely related field, at least one (1) year of this experience must have been in an administrative capacity or supervising staff performing clerical/administrative work of moderate difficulty; **or**

- An associate degree or 60 semester credits from an accredited college and five (5) years of satisfactory, full-time progressively responsible experience as described above, including the one (1) year of administrative or supervisory experience as described above; **or**
- A high school diploma or its educational equivalent and six (6) years of satisfactory, full-time progressively responsible experience as described above; **or** Education and/or experience equivalent to the above.
- Education above the high school level may be substituted for the general clerical/administrative experience 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 IN ADDITION TO MINIMUM QUALIFICATIONS

- The successful candidate must demonstrate a solid working knowledge of the City's time and leave rules and regulations.
- The ideal candidate must demonstrate knowledge and experience with CityTime, CHRMS, PMS, and RMDS systems.
- Exceptional interpersonal skills must be demonstrated. This is particularly important in the context of the often sensitive nature of the interactions and communications that regularly occurs with employees.
- Excellent organizational, and communications skills (includes Microsoft Office Suite proficiency).

TO APPLY, PLEASE SUBMIT RESUME & COVER LETTER WITH JVN NUMBER IN THE SUBJECT LINE TO:

Recruitment@comptroller.nyc.gov

OR
NYC Office of the Comptroller
Personnel Division – JVN # 015-14-006
1 Centre Street – Room 710
New York, New York 10007

Certain residency requirements may apply.

We appreciate every applicant's interest; however, only those under consideration will be contacted.

Note: Vacancy notices listed as "Until Filled" will be posted for at least five work days.

POSTING DATE: October 17, 2013	POST UNTIL: November 8, 2013	JVN: #015-14-006
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The NYC Comptroller's Office is an Equal Opportunity Employer