

Job Description

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DISTRICT ATTORNEY KINGS COUNTY
Job Posting Notice

Job Details

Job ID:	392229	# of Positions:	1
Business Title:	Assistant Manager	Title Code No:	56058 Level: 00
Civil Service Title:	COMMUNITY COORDINATOR	Title Classification:	Non-Competitive
Job Category:	Administration & Human Resources	Proposed Salary Range:	\$ 70,000.00 - \$ 70,000.00 (Annual)
Career Level:	Manager	Work Location:	350 Jay St, Brooklyn Ny
Division/Work Unit:	Payroll Management Unit		

Job Description

The Kings County District Attorney's Office, located in the Metrotech area of Brooklyn, New York, has an exciting opportunity to work in the Payroll Management & Timekeeping Unit as an Assistant Manager

The Payroll and Timekeeping Unit manages the payroll and timekeeping of over 1,000 employees and processes the annual payroll as well as all monetary contractual agreements. The Unit processes annual leave, sick leave and accrued time for all employees as well as manages the agency's time and attendance program.

Under general direction, with latitude for independent initiative and judgment, the Assistant Manager will:

- Assist with the oversight of the payroll and timekeeping functions of the agency.
- Help ensure that the agency follows citywide agreements in regard to personnel, pay and time and leave regulations.
- Manage the timekeepers of the unit ensuring operations run efficiently and effectively and in compliance to rules and regulations at all times.
- Assist the Manager with the preparation, distribution, and reporting processes for the KCDA payroll.
- Assist with the calculation of wages, overtime, and deductions to ensure compliance with Federal, State and local laws including all collective bargaining agreements.
- Provide assistance in managing all collective bargaining pay increases; includes tasks such as developing and maintaining tracking systems and processes as well as the implementation of all contractual agreement and agency wide pay changes/increases.
- Assist in the planning, directing and coordinating the operation of Payroll and the sub unit Timekeeping.
- Assist the Manager in the cross training and succession planning in Payroll and Timekeeping.
- Assist in the day to day operations of both Payroll and Timekeeping.
- Assist the Payroll Manager to ensure compliance with all applicable time and leave rules and regulations
- Review various payroll/timekeeping reports.
- Assist in the preparation and maintenance of various reports for management.
- Assist in the interpretation of the citywide agreements regarding personnel, timekeeping and pay practices.
- Provide guidance to agency supervisors and employees on matters relating to payroll and timekeeping

Minimum Qual Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Preferred Skills

- HR Certification & 10 years of City Government experience in related field.
 - Extensive knowledge of NYC payroll, timekeeping & personnel policies and procedures.
 - Extensive knowledge of Citywide and union agreements
 - Strong knowledge of NYCERS, NYC Deferred Compensation Plan & Management Benefits Fund.
 - Extensive experience working with City Time, PMS, RMDS, CHRMS; NYCAPS.
 - Strong leadership, organizational, analytical, oral and written communication skills.
 - Microsoft Office (Word, Excel, Access, Outlook, PowerPoint) proficiency.
 - Ability to work in a team & independently and consistently maintain a professional demeanor.
- A master's degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) 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 one year 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; or in management or methods analysis, operations research, organizational research or program evaluation; or in personnel or public administration, recruitment, position classification, personnel relations, labor 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; or
- A baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) and three years of satisfactory full-time professional experience in the areas described in "1" above.

Additional Information

** The salary is non-negotiable.

To Apply

To apply click the "Apply Now" button.

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.

Residency Requirement

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.

POSTING DATE: 04/26/2019

POST UNTIL: 05/06/2019

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