

CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Administrative Staff Analyst M-IV</u>	Salary:	<u>\$150,000 - \$155,000</u>
Title Code:	<u>10026</u>	Number of Positions:	<u>1</u>
Office Title	<u>Senior Director, Payroll & Timekeeping</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit: <u>Division of Operations & Administration/Office of Human Resources</u>			

Additional Information:

Only permanent Administrative Staff Analyst employees and those in an equivalent permanent title (e.g., Administrative Manager) are eligible to apply.

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:

With an overarching mission to eliminate ageism and ensure the dignity and quality of life of approximately 1.8 million older New Yorkers, the NYC Department for the Aging is deeply committed to helping older adults age in their homes and creating a community-care approach that reflects a model age-inclusive city.

The Office of Human Resources (OHR) is responsible for the agency's human capital administration, which includes employment and recruitment, human resources, civil service administration, employee and labor relations, 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 Senior Director of Payroll and Timekeeping. The Senior Director of Payroll and Timekeeping will report to the Chief Human Resources Officer and work closely with the HR team to develop and execute strategy and key initiatives related to Human Resources with a focus on supporting and overseeing Payroll and Timekeeping operations.

The selected individual will be knowledgeable in the City's standard operating procedures for time and leave, recurring increment payments, CityTime and payroll procedures and help to ensure that NYC Aging is in compliance with all applicable civil service laws, employment laws and collective bargaining agreements as well as the agency's policies and procedures. The Senior Director will provide a full range of HR support across multiple HR functions and aid in the design, development, and execution of HR-related projects including the creation of internal standard operating procedures (SOPs), and process improvement. The Senior Director of Payroll and Timekeeping duties and responsibilities will include but not be limited to the following:

- Oversee all Payroll and Timekeeping functions; analyze current procedures to streamline Payroll and Timekeeping unit operations and create quality assurance procedures and ensure they are followed.
- Provide effective leadership and direction to Payroll and Timekeeping staff and advise them of procedural updates.
- Monitor all Payroll and Timekeeping transactions and actions to ensure they are entered following citywide protocols and with accuracy and integrity.
- Ensure compliance with all directives, and policies and procedures issued by oversight agencies such as DCAS, Office of Payroll Administration, Comptroller's Office and Labor Relations regarding payments to employees.
- Manage the managerial lump sum payment process to ensure accuracy, timely submission to the Comptroller's Office and timely processing on the agency level.
- Serve as the agency liaison for FISA-OPA, NYCAPS Central, and OLR regarding payroll issues.
- Provide a high-level of customer service to NYC Aging employees and investigate payroll and timekeeping discrepancies.
- Collaborate with the Deputy Director of Payroll and Timekeeping supervisor to ensure Payroll and Timekeeping issues are addressed and resolved in a timely manner.
- Direct the review of payroll reports such as the 160, 161, 700, 320 and monitor reports on a regular basis.
- Monitor overall operations of both units to ensure staff takes the initiative to get the work done and follow protocol to avoid errors, than to take the reactive approach.
- Oversee Motor Vehicle and Parking Fringe benefits procedures.
- Perform additional Human Resources related duties as needed.

Minimum Qualifications: 1. A master's degree from an accredited college 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 two years 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; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel 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. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or 2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.		
Preferred Skills: • At least 5+ years of leadership experience with proven success in effectively managing a team(s). • Minimum of 3 years of experience leading time and leave and/or payroll processes via citywide HR platforms (e.g.,CityTime, PMS, RMDS, CHRMS, Pi, Remedy, NYCAPS, PRISE). • Strong knowledge of the City personnel policies, and procedures including collective bargaining, negotiations, and payroll and timekeeping policies. • Excellent interpersonal skills and ability to work well with staff at all levels and functions of the organization including demonstrated skill in conflict resolution. • Exceptional analytical, excel, problem-solving, customer service, and communication/presentation skills (both verbal and written). • Demonstration of good reasoning abilities, and execution of sound judgment. • Proficient in using MS Word, Excel and PowerPoint. • Candidate must demonstrate strong work ethic, attention to detail, and ability to manage multiple priorities in a fast-paced environment. • Takes initiative and posses the ability to perform a variety of administrative duties, including but not limited to reviewing, analyzing and reconciling data to proactively identify solutions.		
NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.		
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		
<u>TO APPLY</u> 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 #752915 All other applicants, please go to www.nyc.gov/careers/search and search for Job ID #752915		
Posting Date: October 24, 2025	Post Until: Filled	JVN No. 125-26-10 CW