

**City of New York  
Department of Information Technology and Telecommunications  
Job Posting Notice**

<b>Civil Service Title:</b> Community Associate	<b>Level:</b>
<b>Title Code No:</b> 56057	<b>Salary:</b> \$35,683 - \$41,036
<b>Business Title:</b> Timekeeping Associate	<b>Work Location:</b> Manhattan, NY
<b>Division/Work Unit:</b> Human Resources	<b>Number of Positions:</b> 1
<b>Job ID:</b> 269154	<b>Hours/Shift:</b> Day
<b>Job Description</b> <b>(NYC Residency is required within 90 days of appointment)</b>	
<p>DoITT provides for the sustained, efficient and effective delivery of IT services, infrastructure and telecommunications to enhance service delivery to New York City's residents, businesses, employees and visitors. As the City's technology leader, DoITT is responsible for maintaining the foundational IT infrastructure and systems that touch every aspect of City life from public safety to human services, from education to economic development crossing the full spectrum of governmental operations.</p> <p>The successful candidate will serve as a Timekeeping Associate reporting to the Human Resources Division. Responsibilities will include:</p> <ul style="list-style-type: none"> <li>• Process Timesheets, exception events, timekeeping transactions and other adjustments in CityTime and PMS;</li> <li>• Track all Timesheets for final approved status and required supporting documentation for requested leaves;</li> <li>• Setup new employees, create and maintain schedules, process and maintain the approval tree in CityTime ;</li> <li>• Submit and follow up on Remedy tickets related to CityTime, Timekeeping and password reset;</li> <li>• Generate supplemental pay checks and pay out leave balances;</li> <li>• Process FMLA and LWOPs for anticipatory week;</li> <li>• Perform customer service functions that relate to the processing of time and leave for agency employees;</li> <li>• Ensure agency compliance with citywide time and leave policies and contractual agreements;</li> <li>• Assist in training new employees and supervisors in CityTime applications;</li> <li>• Prepare and update reports and special assignments as required.</li> </ul>	
<b>Minimum Qualification Requirements</b>	
<p>1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above;</p> <p>or</p> <p>2. Education and/or experience which is equivalent to "1" above.</p>	
<b>Preferred Skills</b>	
<p>The preferred candidate should possess the following:</p> <ul style="list-style-type: none"> <li>• Timekeeping or Personnel experience;</li> <li>• Knowledge of CityTime, PMS, RMDS and CHRMS;</li> <li>• Proficiency in MS Excel and Word;</li> <li>• Excellent work ethic and attention to detail;</li> <li>• Excellent verbal and written communications skills;</li> <li>• Excellent telephone skills and a professional demeanor;</li> <li>• Ability to work independently and meet deadlines;</li> <li>• Ability to work well in a fast-paced environment;</li> <li>• Ability to maintain confidentiality.</li> </ul>	
<b>To Apply</b>	
<p>For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities &gt; Careers, and search for Job ID #269154 For all other applicants, please go to <a href="http://www.nyc.gov/jobs/search">www.nyc.gov/jobs/search</a> and search for Job ID #269154</p> <p style="text-align: center;">-or-</p> <p style="text-align: center;">If you do not have access to a computer, please mail resume indicating Job ID # to: Department of Information Technology and Telecommunications (DoITT) Recruitment Office - 255 Greenwich Street - 9th Floor - New York, NY 10007</p> <p style="text-align: center;"><b>SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL</b></p>	
<b>Posting Date:</b> October 25, 2016	<b>Post Until:</b> Filled

The Department of Information Technology & Telecommunications and the City of New York are equal opportunity employers.