

**CITY OF NEW YORK  
DEPARTMENT OF CORRECTION  
Job Vacancy Notice**

<b>Civil Service Title:</b> Community Associate	<b>Level:</b> N/A
<b>Title Code No:</b> 56057	<b>Salary:</b> \$34,644 to \$50,000 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Payroll Analyst	<b>Work location:</b> 75-20 Astoria Boulevard East Elmhurst, NY 11370
<b>Division/Work Unit:</b> Payroll & Timekeeping Management	<b>Number of Positions:</b> 2
<b>Job ID:</b> 239181	<b>Hours/Shift:</b> Day Tour
<b>Job Description</b>	
<p>The New York City Department of Corrections (DOC) is one of the largest municipal jail systems in the United States. It provides for the care, custody, and control of persons accused of crimes or convicted and sentenced to one-year or less of jail time. The DOC operates 15 inmate facilities, ten of which are located on Rikers Island. In addition, the department operates two hospital prison wards (Bellevue and Elmhurst hospitals) and court holding facilities in Criminal, Supreme, and Family Court in each borough. The DOC seeks to recruit a candidate who under supervision will be responsible for ensuring the soundness of each bi-weekly payroll by means of assisting with the processing documents with the Payroll Unit. Duties include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Preparing the payroll summary and check refund forms;</li> <li>• Research leave balances with CityTime and Payroll Management System (PMS).</li> <li>• Processing and maintaining administrative grants and extended grants in the Worker's Compensation System;</li> <li>• Track inquiries and advise facility timekeepers;</li> <li>• Create permanent payroll records in NYCAPS and PMS; experience in monitoring and processing additions to base pay (RIP, longevity, salary differentials, experience differentials)</li> <li>• Completing various verifications forms and printing payroll reports;</li> <li>• Inputting direct deposit and wage works applications in E-Form and employee transfers in NYCAPS;</li> <li>• Processing lock-in letters and sorting/distributing paychecks, paystubs, W-2, 1127 tax forms, and handouts to various DOC facilities with compromising data confidentiality;</li> <li>• Handling pay inquiries from FISA and the Office of Payroll Administration (OPA).</li> <li>• Referring employees to NYCAPS central regarding their benefits;</li> <li>• Perform other related tasks and special projects as directed.</li> </ul>	
<b>Qualification Requirements</b>	
<ol style="list-style-type: none"> <li>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; or</li> <li>2. Education and/or experience which is equivalent to "1" above.</li> </ol>	
<b>Preferred Skills</b>	
<ul style="list-style-type: none"> <li>• Excellent verbal, written and professional interpersonal communication skills</li> <li>• Strong analytical, problem-solving and time management skills</li> <li>• Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)</li> <li>• Experience using CHRMS, RDMS, PMS, NYCAPS and other payroll systems;</li> <li>• Experience in customer service and payroll administration;</li> <li>• Ability to maintain a high level of integrity and confidentiality.</li> </ul>	
<b>Residency Requirements</b>	
<p>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.</p>	
<b>To Apply:</b>	
<p>For City employees: Go to Employee Self-Service (ESS) - <a href="http://www.nyc.gov/ess">www.nyc.gov/ess</a> and search for <b>Job ID# 239181</b>  For all other applicants: Go to <a href="https://a127-jobs.nyc.gov">https://a127-jobs.nyc.gov</a> and search for <b>Job ID# 239181</b>  Submission of a resume is not a guarantee that you will receive an interview.  Only candidates under consider will be contacted.</p>	
<b>Post Date:</b> 04/19/16	<b>Post Until:</b> 05/10/16

**The City of New York and the Department of Correction are Equal Opportunity Employers**