

**City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice**

Civil Service Title: Clerical Associate	Level: IV
Title Code No: 10251	Salary: \$42,839.00 - \$50,000.00 Frequency: ANNUAL
Business Title: Timekeeping Analyst	Work location: 180 West Perimeter Road (Rikers Island), East Elmhurst, New York 11370
Division/Work Unit: Central Timekeeping Management Unit (CTMU)	Number of Positions: 20
Job ID: 271271	Hours/Shift: Various
Job Description	
<p>The New York City Department of Correction (DOC) is one of the largest municipal jail systems in the United States providing for the care, custody and control of persons accused of crimes or convicted and sentenced to one year or less of jail time. The Department manages 12 inmate facilities, 9 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 each borough.</p> <p>The DOC seeks to recruit Timekeeping Analysts to assist with all of the aspects of the Time Management Unit. Under the direct supervision of the Director of Payroll and Timekeeping the selected candidate will be responsible for the following;</p> <ul style="list-style-type: none"> • Reviewing all timekeeping actions; • Troubleshooting all time and leave issues submitted by uniform and civilian employees; • The Approval of OEE transactions in CityTime; • Working in coordination with the Timekeepers to ensure that all actions were executed properly; • Running reports to review timekeeping actions through the City Human Resources Management System (CHRMS); • Processing and reviewing the agency's reports by running reports in the Report Management and Distribution System (RMDS); • Confirming that all new employees interfaced into the Payroll Management System (PMS) properly to guarantee the accuracy of their first paycheck; • Ensuring all functions of the unit are in full compliance with all applicable laws, rules, directives, policies, protocols and standards. 	
Qualification Requirements	
<p>1. A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and one year of satisfactory clerical experience.</p>	
<p>Skills Requirement Keyboard familiarity with the ability to type at a minimum of 100 key strokes (20 words) per minute.</p>	
Note	
All candidates must be a permanent Clerical Associate in order to apply.	
Residency Requirements	
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.	
To Apply	
<p>For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# 271271 Submission of a resume is not a guarantee that you will receive an interview. Only candidates under consideration will be contacted.</p>	
Post Date: 11/5/16	Post Until: Until Filled

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