THE AGENCY
The Department of City Planning (DCP) plans for the strategic growth and development of the City through ground-up planning with communities, the development of land use policies and zoning regulations applicable citywide, and sharing its perspectives on growth and community needs with sister agencies in collaboration with the Office of Management and Budget (OMB).

DCP’s six strategic objectives include: (a) catalyze long-term neighborhood improvement through integrated planning and targeted accompanying public investments; (b) encourage housing production, affordability, and quality; (c) promote economic development and job growth; (d) enhance resiliency and sustainability of neighborhoods; (e) ensure integrity, timeliness and responsiveness in land use reviews; and, (f) supply objective data and expertise to a broad range of planning functions and stakeholders.

Central to its mission, DCP supports the City Planning Commission in its annual review of approximately 450 land use applications. The Department also works closely with OMB in developing the Ten-Year Capital Strategy, and helping administer the Neighborhood Development Fund, geared toward ensuring that growing neighborhoods undergoing rezoning have accompanying infrastructure investments.

The New York City Department of City Planning is a great place to work – cultivating intellectual inspiration, professional development and creativity. Visit our website at www.nyc.gov/planning to access the full listing of job opportunities and to learn more about our great agency.
THE DIVISION:
The Human Capital Division acts as a strategic business partner and consults with all employees and managers on human resources functions and issues for a 350-person agency. Human Capital handles various day to day human resources operations including payroll, timekeeping, benefits, recruiting, professional development, employee engagement and experience, as well as other related topics. The ideal candidate will have demonstrated experience managing all payroll functions for a City agency, including processing managerial lump sum calculations and payments, processing and tracking additions to gross (ATG’s) as per contractual agreements, and processing collective bargaining increases for non-managerial and managerial staff.

THE ROLE
Part of a dynamic team, the role of the Payroll Specialist reports to the Deputy Director of Human Capital and will be responsible for agency wide payroll operations. As the Payroll Specialist, the selected candidate will be DCP’s subject matter expert in all regulatory, compliance and logistical concerns pertaining to payroll processes.

For this role, the Payroll Specialist will be responsible for, but not limited to the following responsibilities:

- Performing all payroll functions necessary to generate an accurate paycheck.
- Ensure compliance with all payroll directives, policies and procedures issued by the New York City Offices of Payroll Administration, the Comptroller and Labor Relations regarding payments to employees.
- Directing all activities leading to the production and distribution of bi-weekly payroll.
- Implementing pay authorizations, additions to gross and collective bargaining increases with information provided by the appropriate oversight agencies.
- Processing managerial lump sum payments/calculations to be submitted to the Comptroller’s Office.
- Processing refunded checks.
- Maintaining a database of all salaries and additions to gross for all titles used by the agency.
- Generating Ad Hoc CHRMS, PMS and RMDS reports.
- Executing overpayment procedures.
- Coordinating the distribution of W-2 tax forms.
- Handling Motor Vehicle and Parking Fringe benefits procedures.
- Monitoring, calculating, and approving pay pending details on the payroll 160/161 reports.
- Processing retro pay triggers, one-time payments, one-time deductions, attorney’s license fee reimbursements and supplemental payroll requests.
- Processing stop payments and paycheck replacements.
- Liaison for programs such as: The Commuter Benefits Program, New York’s 527 College Saving Program, Direct Deposit Program, Deferred Compensation Programs and New York City employee’s Retirement System (NYCERS).
- Providing a high-level of customer service to employees in response to payroll related inquiries and investigate discrepancies
- Review payroll reports such as the 160, 161, 700, 320 and check to check reports on a regular basis.
- Complete employment verification requests.
- Other assignments as needed.

PREFERRED SKILLS:
- 3+ years of Payroll experience within the city of New York
- Knowledge of citywide Collective Bargaining agreements, Comptroller’s Directives and citywide payroll policies and procedures.
- Experience with calculating/processing Managerial Lump Sum Payments.
- Experience processing Additions to Gross in accordance with collective bargaining agreements and Mayor’s Directives.
• Knowledge of NYC Human Resources Systems including PMS, RMDS, CHRMS, NYCAPS, Pi, ESTUBS, W-2 RACS, CITYTIME and REMEDY.
• Experience working in a high-performance culture with the ability to work independently with minimal oversight under tight deadlines
• Ability to identify and troubleshoot problems and create methodology to fix the problems efficiently while under pressure
• Knowledge of related federal / state / local laws and regulations

MINIMUM REQUIREMENTS: Authorization to work in the United States is required for this position. **NYC Department of City Planning does not provide sponsorship for international employees.** Applicants are responsible for ensuring that they meet all minimum qualifying requirements for this position at the time of application.

1. A baccalaureate degree from an accredited college and three years of satisfactory full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and four years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience described in "1" above; or
3. A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and five years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience as described in "1" above;
4. Education and/or experience equivalent to "1", "2", or "3" above. However, all candidates must possess the one year of administrative or supervisory experience as described in "1" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described in "1" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3½ years.

TO APPLY: All applications must be submitted through ESS

City Employees
1. Log in to ESS.
2. Search for job ID number: **524103**
3. Click on the job business title: **Payroll Specialist**
4. Click on “Apply For Job” at the top of the posting

Only applicants under consideration will be contacted.

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

**PLEASE NOTE:** 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 a Human Capital representative.

THE DEPARTMENT OF CITY PLANNING IS AN EQUAL OPPORTUNITY EMPLOYER AND A COPY OF THE EQUAL OPPORTUNITY PROGRAMS IS AVAILABLE IN THE HUMAN CAPITAL DIVISION. THE DEPARTMENT MAKES AVAILABLE ACCOMMODATIONS FOR DISABLED APPLICANTS.