

**DISTRICT ATTORNEY KINGS COUNTY****Job Posting Notice**

|                              |                                      |                       |    |
|------------------------------|--------------------------------------|-----------------------|----|
| <b>Job ID</b>                | 638729                               | <b># of Positions</b> | 1  |
| <b>Business Title</b>        | Assistant Manager                    |                       |    |
| <b>Civil Service Title</b>   | ADMINISTRATIVE MANAGER               |                       |    |
| <b>Title Code No</b>         | 10025                                | <b>Level</b>          | M1 |
| <b>Title Classification</b>  | Competitive                          |                       |    |
| <b>Proposed Salary Range</b> | \$ 76,300.00 - \$ 99,190.00 (Annual) |                       |    |
| <b>Work Location</b>         | 350 Jay St, Brooklyn Ny              |                       |    |
| <b>Division/Work Unit</b>    | Payroll Management Unit              |                       |    |

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**Job Description**

**\*\*Only reachable candidates on the Open-Competitive list (Exam #1195) may apply. Please include your Notice of Result card. You will not be considered for an interview if you do not meet the mentioned civil service criteria. \*\***

The Kings County District Attorney's Office, located in the Metrotech area of Brooklyn, New York, has an exciting opportunity to work in the Payroll Management & Timekeeping Unit as an Assistant Manager.

The Payroll and Timekeeping Unit manages the payroll and timekeeping of over 1,000 employees and processes the annual payroll as well as all monetary contractual agreements. The Unit processes annual leave, sick leave and accrued time for all employees as well as manages the agency's time and attendance program.

Under general direction, with latitude for independent initiative and judgment, the Assistant Manager will:

- Assist with the oversight of the payroll and timekeeping functions of the agency.
- Help ensure that the agency follows citywide agreements regarding personnel, pay, and time and leave regulations.
- Manage the timekeepers of the unit ensuring operations always run efficiently and effectively and in compliance with rules and regulations.
- Assist the Manager with the preparation, distribution, and reporting processes for the KCDA payroll.
- Assist with the calculation of wages, overtime, and deductions to ensure compliance with Federal, State, and local laws including all collective bargaining agreements.
- Provide assistance in managing all collective bargaining pay increases; includes tasks such as developing and maintaining tracking systems and processes as well as the implementation of all contractual agreement and agency wide pay changes/increases.
- Assist in the planning, directing, and coordinating the operation of Payroll and the subunit Timekeeping.
- Assist the Manager in the cross-training and succession planning in Payroll and Timekeeping.
- Assist in the day-to-day operations of both Payroll and Timekeeping.
- Assist the Payroll Manager to ensure compliance with all applicable time and leave rules and regulations
- Review various payroll/timekeeping reports.
- Assist in the preparation and maintenance of various reports for management.
- Assist in the interpretation of the citywide agreements regarding personnel, timekeeping and pay practices.
- Guide agency supervisors and employees on matters relating to payroll and timekeeping

**Preferred Skills**

- HR Certification & 10 years of City Government experience in related fields.
- Extensive knowledge of NYC payroll, timekeeping & personnel policies, and procedures.
- Extensive knowledge of Citywide and union agreements
- Strong knowledge of NYCERS, NYC Deferred Compensation Plan & Management Benefits Fund.
- Extensive experience working with City Time, PMS, RMDS, CHRMS; NYCAPS.
- Strong leadership, organizational, analytical, oral, and written communication skills.
- Microsoft Office (Word, Excel, Access, Outlook, PowerPoint) proficiency.
- Ability to work in a team & independently and consistently maintain a professional demeanor.

**Additional Information**

- A master's degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) 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 one year 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; or in management or methods analysis, operations research, organizational research or program evaluation; or in personnel or public administration, recruitment, position classification, personnel relations, labor 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; or

**Minimum Qual Requirements**

1. A baccalaureate degree from an accredited college and four years of satisfactory, full-time progressively responsible clerical/administrative experience requiring independent decision-making concerning program management or planning, allocation for resources and the scheduling and assignment of work, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and five years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
3. A four-year high school diploma or its educational equivalent and six years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
4. Education and/or experience equivalent to "1", "2" or "3" above. However, all candidates must possess the 18 months of administrative, managerial, executive or supervisory experience as described in "1", "2" or "3" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the administrative, managerial, executive or supervisory experience described in "1", "2" or "3" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3½ years.

**Residency Requirement**

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.

**POSTING DATE** 07/01/2024

**POST UNTIL** 07/21/2024

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