



Code: 0169

Family: Accounting and Finance

Service: Administrative

Group: Clerical, Accounting and General Office

Series: Accounting and Finance

CLASS TITLE: CHIEF TIMEKEEPER

CHARACTERISTICS OF THE CLASS

Under general supervision, the class supervises the work of subordinate staff engaged in timekeeping and payroll duties for a large City department, and performs related duties as required

ESSENTIAL DUTIES

- Assigns, coordinates and reviews the work of clerical staff responsible for updating and maintaining automated and manual timekeeping records and processing payrolls
- Verifies that edits input into the Chicago Automated Time and Attendance system (CATA) are properly coded and accurately reflect hours worked, vacation time used, salary adjustments and missed swipes
- Reconciles and validates payroll registers and supplemental time rolls (e.g., V-rolls, Z-rolls, etc.) to ensure departmental employees, retirees and beneficiaries are compensated correctly
- Interprets new and modified labor contract provisions (e.g., overtime, acting-up pay, multi-rate salaries, etc.) and timekeeping rules (e.g., FLSA) and trains staff in the application of related procedures, policy changes and the navigation of new system enhancements
- Provides technical assistance to staff and researches historical time records in order to respond to problematic payroll inquiries from current and former employees, and city departments (e.g., Comptroller's Office, Office of Budget and Management)
- Oversees staff engaged in the employment verification of department personnel
- Compiles and generates comprehensive timekeeping reports and prepares summaries of payroll activity for budgetary purposes, as required
- Approves time-off requests and coordinates activities of staff to ensure adequate coverage and efficient processing of payrolls
- Establishes work standards and conducts performance evaluations of subordinate staff
- Participates in administering progressive discipline to staff, as required

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Three years of timekeeping, payroll or clerical work experience, or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals)

PHYSICAL REQUIREMENTS

- No specific requirement

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable knowledge of:

- timekeeping and payroll policies and procedures
- report preparation methods, practices, and procedures

Moderate knowledge of:

- basic arithmetic computations
- applicable federal (e.g., FLSA) laws, regulations and guidelines

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- MATHEMATICS – Use mathematics to solve problems
- TIME MANAGEMENT – Manage one’s own time or the time of others
- COORDINATION WITH OTHERS – Adjust actions in relation to others’ actions

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- WORK WITH NUMBERS - Add, subtract, multiply, or divide quickly and correctly
- COMPARE AND RECOGNIZE DIFFERENCES – Quickly and accurately compare similarities and differences among sets of letters or numbers

Other Work Requirements

- LEADERSHIP – Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY – Demonstrate reliability, responsibility, and dependability and fulfill obligations

- **ATTENTION TO DETAIL** – Pay careful attention to detail and thoroughness in completing work tasks
 - **INDEPENDENCE** – Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
August, 2016