Job Vacancy Notice

Job Title: HR Specialist
Job ID: 13581
Location: John Jay College

Full/Part Time: Fulltime
Regular/Temporary: Regular

POSITION DETAILS

Reporting to the Director of Human Resources Operations, the HR Payroll Specialist will be responsible for the following duties in addition to the general duties:

- Manages all aspects of time and leave management for all employees classifications, included but not limited to the process for maintaining time and leave records, accrual reconciliation and balance calculations, year-end/CAP and annual rate change notifications, overtime administration and time and leave system (ADI) training.

- Oversees the preparation and monitoring of the accuracy and timeliness of various time and leave and payroll related reports and activities, including the distribution of such.

- Acts as a liaison between the Central Office Payroll and the College.

- Manages and oversees the payroll related activities processed at the College level, (e.g. College Assistant time entry, etc.)

- Serves as "Glacier Administrator" for online tax compliance system.

- Manages professional and administrative staff in areas of payroll administration and time and leave.

QUALIFICATIONS

Bachelor's degree and four years' related experience required.

CUNY TITLE OVERVIEW

Develops and administers processes and policies regarding Human Resources.

- Advises employees and managers on Human Resources policies and guidelines; provides a high level of customer service in assisting members of the College community

- Supervises and administers one or more human resources programs such as recruiting, pay administration, employee orientation, employee benefits, data entry and recordkeeping, and performance appraisal/reappointment practices

- Maintains an in-depth understanding of CUNY rules and regulations, relevant laws and guidelines, collective bargaining agreements, and College policies, and applies these to his/her areas of responsibility

- Investigates regarding sensitive employee issues or complaints

- Helps create innovative communications such as manuals, web pages, or employee meetings and provides these to the College community

- Performs related duties as assigned.

Job Title Name: HR Specialist
CUNY TITLE

Higher Education Assistant

FLSA

Non-exempt

COMPENSATION AND BENEFITS

Compensation: 42,873 - 61,903

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

To apply, go to www.cuny.edu, access the employment page, log in or create a new user account, and search for this vacancy using the Job ID or Title. Select "Apply Now" and provide the requested information.

CLOSING DATE

September 29, 2015

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.