



JOB VACANCY ANNOUNCEMENT

Job Title: Coordinator

Department: Payroll/Time Control

Number of Vacancies: One or more

Employment Type: Full-Time

Representation: Non-Represented

Salary Range: \$48,204 - \$60,255

Posting Period: Tuesday July 20, 2021 – Monday, August 2, 2021 (Internal & External Posting)

Persons Eligible:

Internal Applicants: Current employees of the Philadelphia Parking Authority who have been in their current position for at least six months and have satisfactorily completed the probationary period for the position currently held. Applicants cannot be active on the Excessive Sick Leave list.

External Applicants: Anyone who meet the minimum requirements

General Description:

The Payroll/Time Control department's goal is to complete a successful payroll every week and provide service to PPA employees in a timely manner. Our main responsibilities are to process all agency payrolls and maintain time and attendance records. It is critical to adhere to strict, uniform process standards that are consistent with institutional, state, and federal policies and regulatory requirements. Each staff member is allocated duties and responsibilities which, when completed simultaneously, helps the department achieve its goals. Each member of the team plays a pivotal role to complete each task efficiently and effectively.

We are looking for a professional who is willing to work cross-departmentally to ensure the Philadelphia Parking Authority's Payroll and Time Control department runs as smoothly as possible.

This role will establish and document workflow processes that support and deliver to work business specifications. This role will perform tasks including but not limited to the following:

- Manage Time and Attendance processes for the organization.
- Collaborate with HR to ensure department is up to date on attendance policies, State specific labor/pay policies and any other policies/guidelines that apply to employee time and attendance.
- Ensure downstream processes adhere to provided policies and guidelines.
- Partner with technical resources to any required updates to stream databases and reports.
- Work with the team to identify areas of process improvement and best practices.
- Lead in projects with various internal and external vendors when changes occur with any of the teams' applications or policy changes.
- The candidate will need to possess a working knowledge of all aspects of time and attendance coordinator role to apply in projects with internal and external partners. Provide bi-weekly reporting on metrics to leadership.

Principal Duties:

- Process schedule changes
- Process badge changes in current payroll system to transfer into Time and Attendance System
- Employee Time Clock Enrollment
- Process Pay Period Closure including transferring current data to history
- Manage attendance and enforce attendance policies
 - FMLA Compliance
 - Accrual Suspensions
 - Termination of Benefits
- Pay period reconciliation
- Manages SEPTA Key Card Program
- Year End PTO sell back program
- Year End Perfect Attendance Award program
- Time and Attendance system maintenance
- Generate reports and key in entries for Sick Call into Time and Attendance System
- Manages time discrepancies as needed

- Assist Payroll Director and Payroll Manager with departmental projects as needed
- Keep Super-users and Managers updated on policy changes
- Train employees, super-users and managers on the time and attendance system
- Conduct orientation for PEO class
- Conduct time and attendance audit

Requirements: Education, Knowledge, Skills & Abilities, and Experience:

- Bachelor's Degree required in Business Administration, Human Resources, or a related field
- At least 3 years of prior experience working with Time and Attendance System(s) and Policies
- Ability to calculate and compute time, attendance, wages, deductions
- Must demonstrate proficient knowledge and use of computer and basic programs
- Knowledge of wage, hour laws (FLSA, FMLA, etc.), attendance policies, and guidelines
- Excellent Written and Verbal Communication Skills
- Superior customer service skills; excellent interpersonal skills; strong organizational and problem-solving skills
- Develop workflows and processes
- Analyzing Information
- Data Entry Skills
- Strong Attention to detail
- Confidentiality
- Thoroughness
- Technical Troubleshooting
- Experience as a liaison with cross functions groups

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for- year basis with thirty (30) semester hour credits being equal to one (1) year of experience

Preferred Skills and Qualifications:

- Knowledge of
 - Sage HRMS Systems
 - Kronos Workforce Ready Systems
 - Microsoft Office
- Ability to
 - Function in ambiguous situations
 - Multi-task in a fast-paced real-time environment
 - Manage Project(s)

Working Hours: Monday through Friday during normal business hours

Selection Process:

Internal Applicants:

- 40% - ASSESSMENT TEST, (COMPUTERIZED)
- 40% - ORAL INTERVIEW,
- 10% - ATTENDANCE,
- 10% - LATEST ANNUAL PERFORMANCE EVALUATION

APPLICANTS WHO HAVE AT LEAST TEN (10) YEARS OF SERVICE WILL HAVE FOUR (4) POINTS ADDED TO THEIR TOTAL SCORE. APPLICANTS WHO SCORE 70 OR HIGHER FROM THE ASSESSMENT TEST WILL BE INVITED TO THE INTERVIEW PHASE. ONLY THOSE APPLICANTS WITH A COMBINED TOTAL SCORE OF 70 WILL BE PLACED ON THE ELIGIBILITY LIST.

External Applicants:

- 60% - ASSESSMENT TEST, (COMPUTERIZED)
- 40% - ORAL INTERVIEW

QUALIFIED APPLICANTS WILL BE CONTACTED TO PARTICIPATE IN THE ASSESSMENT PHASE. APPLICANTS WHO SCORE 70 OR HIGHER FROM THE ASSESSMENT TEST WILL BE INVITED TO THE INTERVIEW PHASE.

The Philadelphia Parking Authority is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status.

PLEASE EMAIL RESUME / APPLICATION TO:
HUMAN RESOURCES DEPARTMENT
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