



**Code: 0165**

Family: Accounting and Finance

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Accounting and Finance

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## **CLASS TITLE: SUPERVISING TIMEKEEPER - LABORER**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, assigns, monitors, and reviews timekeeping and payroll procedures and practices of a large City department, and performs related duties as required

### **ESSENTIAL DUTIES**

- Performs timekeeping and payroll functions, maintaining and updating automated and manual timekeeping records and processing payrolls
- Monitors employee CATA (Chicago Automated Time and Attendance) records by checking entries of employees time worked against time in and time out swipes and edit forms to ensure complete and accurate time records
- Reviews edits on the CATA system made by field editors to ensure proper coding and updating of records for hours not worked, vacation time used, acting up pay adjustments and missed swipes
- Updates CATA records to reflect time off actions including furloughs, suspensions and sick time, and overtime hours worked based on edit forms and time off requests submitted by field editors
- Provides training and guidance to field editors on navigating the CATA system and the proper editing and coding of time records in compliance with City and union bargaining unit pay requirements
- Reviews payroll registers for accuracy against CATA records and ensures that payroll actions including pay rate changes and deductions are properly recorded
- Applies established procedures and makes appropriate calculations to adjust payrolls and resolves errors and discrepancies in employees' paychecks
- Responds to payroll inquiries from employees regarding hours paid, deductions, vacation and time off balances
- Reviews time and payroll records and makes payroll adjustments to resolve errors and discrepancies
- Provides orientation to new employees on use of CATA system and department's time and attendance rules
- Explains and interprets union contract provisions relating to pay and overtime rates and city policies on time off including docks, suspensions and furloughs
- Generates various reports using the CATA system
- Advises supervisors of noted irregularities, patterns of missed swipes or suspected misuse of the CATA system by employees

**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**

- Two years of timekeeping and payroll preparation 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, adding machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

**PHYSICAL REQUIREMENTS**

- No specific requirements

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

**Knowledge**

Considerable knowledge of:

- timekeeping, payroll, and salary methods, practices, and procedures

Some knowledge of:

- applicable mathematical principles and applications
- applicable computer software packages and applications (e.g., Oracle)
- customer service techniques

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
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- JUDGMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

**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

- CONCENTRATE - Concentrate on a task over a period of time without being distracted
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

**Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
  - ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
  - DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
  - ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
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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.

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City of Chicago  
Department of Human Resources

December, 2012