

Code: 0438  
Administrative Service  
Clerical, Accounting and General Office Group  
General Clerical Series

CLASS TITLE: **Timekeeper - CPD**

CHARACTERISTICS OF THE CLASS: Under supervision, the class performs the full range of timekeeping duties for sworn and civilian personnel located in either the police districts or in the central administration offices of the Chicago Police Department; and performs related duties as required.

ESSENTIAL DUTIES: Maintains either manual or automated timekeeping records for a large group of sworn and civilian employees, represented by police and non-police collective bargaining agreements, in order to record and track employees' time and attendance; interprets labor contract provisions relating to rate of pay for hours worked and compensated time off for timekeeping purposes; applies established timekeeping rules governing the compensation of employees for hours worked based on union contracts, departmental general orders and the salary ordinance; records timekeeping data on daily attendance and assignment sheets for employees working multiple shifts, posting regular and overtime hours worked, compensatory time earned and time off; reviews time and attendance records to record time worked and to maintain balances of leave times, actual hours worked, overtime hours paid, and compensatory time due and taken; uses standard arithmetic formulas established by the department to maintain records of compensatory time under the Fair Labor Standards Act (FLSA); codes time rolls to account for time off without pay in a given pay period; completes end of police pay period reports to calculate personnel costs for overtime worked, working out of grade, holiday pay and buy-pack, baby furloughs and furloughs; explains and interprets contract language regarding pay for regular and overtime hours worked to departmental employees; maintains timekeeping records and related support documents; prepares work activity reports.

RELATED DUTIES: Monitors absenteeism and prepares reports for supervisory review; prepares special reports from timekeeping records as requested; attends departmental and city-wide meetings regarding procedures for the maintenance and processing of timekeeping records on the Chicago Automated and Timekeeping (CATA) system.

MINIMUM QUALIFICATIONS:

Training and Experience. Two years of progressively responsible timekeeping or payroll preparation experience, or an equivalent combination of training and experience.

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CLASS TITLE: **Timekeeper - CPD** (Cont'd)

Knowledge, Abilities and Skill. Good knowledge of city and departmental timekeeping procedures and practices. Good knowledge of

pay provisions in various labor contracts representing police officers, sergeants, lieutenants, captains, and civilian personnel. Knowledge of the city's payroll processing policies and procedures. Some knowledge of the city's personnel ordinances, rules and regulations governing timekeeping and payroll practices.

Ability to maintain manual and computerized timekeeping records. Ability to apply rules and procedures relating to the maintenance of timekeeping records for sworn and civilian personnel. Ability to use standard formulas in computing time balances and overtime pay. Ability to operate a personal computer.

Skill in performing arithmetic computations. Good organizational skills. Good oral and written communication skills.

Working Conditions. General office environment.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

March, 2003  
City of Chicago  
Department of Personnel  
(Minimum Qualifications Revised October, 2007)