

NEW YORK CITY BUSINESS INTEGRITY COMMISSION

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Community Associate

TITLE CODE NO: 56057

OFFICE TITLE: Computer System Analyst

RANGE: \$32,321 - \$53,788

UNIT/LOCATION: Main Office
100 Church Street, 20th Floor
New York, NY 10007

NUMBER OF POSITIONS: 1

SUPERVISOR: Director of Management
Information System

JOB DESCRIPTION:

The Business Integrity Commission's Management Information Services ("MIS") Unit mission is to support the technology needs of the agency's workforce. We provide help desk support, network connectivity, database programming, handheld device support and various other technology services to Commission employees. MIS is a driving force in the modernization and efficiency increases gained from the implementation of our new cloud-based data management system ("NIMBUS").

The successful candidate will serve as a Computer Systems Analyst reporting to the Director of Management Information Systems. Responsibilities will include: Supporting the agency's Customer Register process by coordinating the intake, review, approval, cleansing and analysis of Customer Register information, and presenting statistical data reports and GIS mapping visualizations of this data in a meaningful way. Additionally, candidate will identify any noncompliance with the Customer Register initiative in coordination with other agency units and maintain the required documentation required for issuance of violations.

Additional Responsibilities Include:

- Staging, Testing, Deployment, Upgrading and Troubleshooting of PC hardware and software and mobile communication devices according to industry best practices.
- End-user support and assistance for daily help desk service requests.
- Basic Salesforce development and customization.

PREFERRED SKILLS/QUALIFICATIONS:

- Strong analytical and organizational skills with the ability to communicate effectively, orally and in writing.
- Proficient with Windows 7, Windows Server 2003 & 2008 and Microsoft Office Suite.
- Proficiency with TCP/IP networking fundamentals, configuration and troubleshooting.
- Proficient with HTML and CSS coding/website design
- Knowledge of Salesforce Platform Development Fundamentals (ability to create/modify objects, fields, formulas, page layouts, workflow and validation rules and triggers).

QUALIFICATIONS REQUIRED:

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.
3. A baccalaureate degree from an accredited college and two years satisfactory experience in an area related to duties described above.
4. NYC residency required within 3 months of appointment.

To Apply:

City employees: <https://a127-ess.nyc.gov/psp/prdcss/?cmd=login>

Non-City candidates: <https://a127-jobs.nyc.gov/>

The City of New York and the Business Integrity Commission is an Equal Employment Opportunity employer.

POSTING DATE: 2/10/2014

POST UNTIL: Until Filled

JVN: 831-14-080