

City of New York
DEPARTMENT OF ENVIRONMENTAL PROTECTION

Citywide Job Vacancy Notice

Civil Service Title: Computer Associate (<i>Software</i>)	Level: 01
Title Code No: 13631	Salary: \$56,151 / \$64,574 - \$77,844
Office Title: Computer Associate	Work Location: 59-17 Junction Blvd., Flushing NY
Division/Work Unit: Bureau of Water & Sewer Operations/Management Services/I.R.M. Analysis	Number of Positions: 1
Hours/Shift: 35 Hours a week/Days	Agency Tracking #: N/A
Job Description	
<p>The selected candidate will be responsible for assisting in the collection and analysis of data related to operational processes and productivity using data analysis to identify trends, report on field productivity, designing graphs and charts for metric portfolios; monitoring monthly metrics and statistics to assist in achieving goals; and designing reports for bureau wide distribution to assist management and facilitate decision making in work distribution. Additionally, the selected candidate will collect system data for integration across multiple software platforms to identify statistical analysis including geographic information system (<i>GIS</i>) for spatial analysis and visual presentation; and analyze and enhance system data collection to develop standard operating procedures (<i>SOP</i>) in data maintenance and workflow implementation.</p>	
Qualification Requirements	
<p>1. A Baccalaureate degree from an accredited college including or supplemented by 24 semester credits in computer science or a related computer field and one year of satisfactory full-time computer software experience in computer systems development and analysis, applications programming, database administration, systems programming or data communications, <i>or</i></p> <p>2. A four-year high school diploma or its educational equivalent and five years of satisfactory full-time computer software experience as described in "1" above; <i>or</i></p> <p>3. Education and/or experience equivalent to "1" or "2" above. College education may be substituted for up to two years of the required experience in "2" above on the basis that 60 semester credits from an accredited college or graduate school in computer science or a related field, or a certificate of at least 625 hours in computer programming from an accredited technical school (<i>post high school</i>), may be substituted for one year of experience. However, all candidates must have at least a four-year high school diploma or its educational equivalent and at least one year of satisfactory full-time experience as described in "1" above.</p>	
Essential Skills	
N/A	
To Apply:	
<p>Please submit 2 copies of your resume placing the JVN# on the upper right corner of your resume. The JVN# is located at the lower right corner of this page. NYC Department of Environmental Protection Recruitment Office: 59-17 Junction Boulevard -18th Floor - Flushing - NY 11373-5108 <i>OR</i> Via E-mail, please submit your resume in Adobe PDF or Microsoft Word placing the JVN# on the upper right corner of your resume as well as in the subject line to: Recruit@dep.nyc.gov</p> <p>For more information about DEP, visit us at: www.nyc.gov/dep Residency restrictions apply to this position Appointments are subject to OMB approval</p>	
Post Date: 06/20/2011	Post Until: Filled
JVN: 826-11-87547-WSO	

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