

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	Annual Salary: \$56,151 / \$64,574 - \$77,844
Office Title: Deputy Chief of Hansen Program	Work Location: 96-05 Horace Harding Expressway
Division/Work Unit: Bureau of Water & Sewer Operations/Management Services/ Analysis Section	Number of Positions: 1
Hours/Shift: 35 Hours per week/Day	Agency Tracking #: N/A

Job Description

Working in the Bureau of Water and Sewer Operations (BWSO), Division of Management Services, Analysis Unit, under the direction of the Chief of the Analysis Unit, the selected candidate will serve as the Hansen Program Deputy Chief; will be responsible for the enhancement of Hansen workflows, identifying data anomalies and providing recommendations and/or solutions for efficiencies to the existing system and related work processes; supervise a staff directly responsible for the quality assurance of data entry into Hansen; maintaining a comprehensive manual and documentation of Hansen business workflow processes; performing analysis to identify trends and reports on field productivity; designing graphs and charts; providing resource and training to Hansen users; trouble shoot, search data requests and review the collection of Hansen data for Global Information Systems (GIS) integration and spatial analysis; and will work closely with bureau management to meet established deadlines and implement new goals.

Qualification Requirements

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, *or*
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; *or*
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 (*post high school*), 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.

Essential Skills

The selected candidate should have a background in public administration, management science or a related field. Strong oral and written communication skills are required. Extensive computer skills including MS Excel, Access, GIS, Hansen and/ or crystal reporting are a plus.

To Apply:

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

OR

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

For more information about DEP, visit us at: www.nyc.gov/dep

Residency restrictions apply to this position.

Appointments are subject to OMB approval.

Post Date: 07/20/2011	Post Until: Filled	JVN: 826-12-88588-WSO
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