City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice

Civil Service Title: Administrative Staff Analyst	**Level:** MI
Title Code No: 10026	**Salary:** $95,000.00/$95,000.00-$115,000.00 **Frequency: ANNUAL**
Business Title: Project Manager/Lead Analyst	**Work Location:** 75-20 Astoria Blvd
Division/Work Unit: Personnel Division	**Number of Positions:** 1
Job ID: 174417	**Hours/Shift:** Day Tour

Job Description

The New York City Department of Correction has a unique opportunity for an experienced Project Manager. Under general supervision of the Director of Personnel Operations, the Project Manager will serve as the Lead Analyst to manage and oversee the further implementation of CityTime within the department. CityTime is a citywide automated employee timekeeping system to record daily attendance and requests for leave. The candidate recruited will facilitate, coordinate, and implement the CityTime project according to specifications and deadlines. The Lead Analyst will partner with the Financial Information and Security Agency (FISA), Information Technology Division and commands to manage system hardware implementation to formulate and execute installation plans. The Lead Analyst will also manage contractors and/or project implementation team to coordinate the conversion of new staff onto the new system once installed. In conjunction with FISA, he/she will coordinate the provisioning and training of staff in the basic use of the new system. The CityTime Analyst is responsible for overseeing quality control throughout the entire project, assess and minimize project risks until successful project completion, identify and effectively communicate project requirements with a diverse group of roles within the department, track daily project activities, provide leadership and direction, develop effective action plans for resolution of project issues, monitor and communicate project status, business issues, and significant developments as appropriate.

Minimum Qualification Requirements

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

Preferred Skills

Five (5) or more years of direct experience in a project management capacity, including all aspects of project development implementation and execution; excellent communication and presentation skills; proactive, meticulous, organized, detail-oriented approach to managing and overseeing projects; solid understanding of web technologies; experience delivering web solutions based projects on time and within budget; experience building strong business relationships; experience evaluating results and recommending changes in development and execution of project phases and meeting schedules; Project Management Certification (PMP) is a plus.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply

For City employees: Go to Employee Self-Service (ESS)-www.nyc.gov/ess. Click on Recruiting Activities > Careers and search for Job ID#:174417.
For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#: 174417.

Submission of a resume is not a guarantee that you will receive an interview.
Only candidates under consider will be contacted.

Posting Date: 11/12/2014	**Post Until:** 11/28/2014

The City of New York is an Equal Opportunity Employer