

THE NEW YORK CITY LANDMARKS PRESERVATION COMMISSION

THE MUNICIPAL BUILDING, ONE CENTRE STREET - 9TH FLOOR NORTH, NY, NY 10007 212.669.7700

JOB VACANCY NOTICE # 136-2017-266437rev

CIVIL SERVICE TITLE: Computer Programmer Analyst AGENCY TITLE: Data Analyst	TITLE CODE NO. 13651
LOCATION: 1 Centre Street, 9th Floor North, New York, NY 10007	SALARY: Minimum \$47,682; Incumbent Minimum \$54,846; Maximum \$54,846

JOB DESCRIPTION

The Landmarks Preservation Commission seeks a Data Analyst to work under the supervision of the Chief Information Officer. The position will facilitate public accessibility to all aspects of the agency's work; support the development of the agency's integrated database; create business process improvements and streamlined work processes; assist with website organization and implement an Electronic Records Information Management program.

Responsibilities include but are not limited to:

- managing the development, maintenance and distribution to the public of Research and Preservation Department data; acquiring and integrating data and metadata on designated and calendared properties and permit applications;
- Interpreting data from primary and secondary sources using statistical techniques and providing ongoing reports;
- analyzing data in the Agency databases, including cross-analysis with data from other city agencies;
- Compiling and validating data, reinforcing and maintaining compliance with standards;
- Developing and initiating more efficient data collection procedures;
- Writing detailed functional test plans to ensure system changes work properly, existing processes remain unaffected, and the needs of the users are met;
- Creating scripts for training all internal users and external customers on system changes and new procedures;
- Working with managing leadership to prioritize business and information requirements;
- generating ideas for document management projects;
- conducting and maintaining an electronic data inventory;
- business process analysis and software testing, including planning, executing, and reporting.

QUALIFICATION REQUIREMENTS:

1. A baccalaureate degree from an accredited college, including or supplemented by twenty- four (24) semester credits in computer science or a related computer field; or
2. A four-year high school diploma or its educational equivalent and three years of satisfactory full-time computer programming experience; 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 sixty (60) semester credits from an accredited college is equated to one year of experience. In addition, twenty-four (24) credits from an accredited college or graduate school in computer science or a related computer 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 (1) year of satisfactory full-time computer programming experience.

PREFERRED QUALIFICATIONS

The successful candidate will have a minimum of three years data analyst experience with a business analyst background.

Usability/ user experience expertise a plus.

- Highly collaborative style, ability to collaborate with peers in both business, and technical areas.
- Experience and proficiency in preparing planning documents and written reports.
- Ability to produce high quality requirement specifications to support application functional design development.
- Adept at queries, report writing and presenting findings.
- Experience with MS Office (MS Word, Access, Excel, PowerPoint, Project). Advanced Access skills and SQL server experience are a plus.

The Landmarks Preservation Commission will only respond to qualified candidates.

Please submit resume and cover letter to:

NYC Careers at <https://a127-jobs.nyc.gov/>

Current City employees must apply through Employee Self Service (ESS) at <http://cityshare.nycnet/ess>, under Recruiting Activities/Careers/136-2017-266437

While we appreciate every applicant's interest, only those under consideration will be contacted.

If you were educated in a foreign school, you must be able to submit an evaluation of your foreign education from an approved organization.

APPLICANTS SHOULD HAVE TAKEN EXAM # 7004 FOR COMPUTER PROGRAMMER ANALYST, GIVEN IN SEPTEMBER, 2016.

Final appointment is subject to approval by the Office of Management and Budget.

The Landmarks Preservation Commission is an Equal Opportunity Employer

DATED October 7, 2016

POST UNTIL October 26, 2016

