



CITYWIDE JOB VACANCY NOTICE

The New York City Administration for Children's Services protects New York City's children from abuse and neglect. Along with our community partners, Children's Services provides neighborhood-based services to help ensure children grow up in safe, permanent homes with strong families.

CIVIL SERVICE TITLE: Administrative Staff Analyst

LEVEL: NM

TITLE CODE NO: 1002A

SALARY : \$68,000  
NON-CITY MINIMUM: N/A  
CITY MINIMUM\*: N/A

FUNCTIONAL TITLE: Business Analyst

NUMBER OF POSITIONS: 2

DIVISION/WORK UNIT: Administration / Management Information Systems (MIS)

WORK LOCATION: 150 William Street, Manhattan

\* Current City Employees with two (2) or more years of continuous City service are eligible for the City Minimum rate.

**JOB DESCRIPTION:**  
Under supervision of the Business Analyst Lead, with latitude for independent judgment and action, the candidate will serve as an ACS Business Analyst for the development, enhancement and maintenance of ACS systems and applications. The Business Analyst role is critical to the shared resources framework within MIS. Primary responsibilities include: conducting detailed business analysis, creating High-level, Functional and/or Business Requirements documents, producing forms design, detailing process flows, as well as demonstrating clear communication and sometimes participating in testing, training and support roles.

- Critical functions performed include:**
- Serve as Business Analyst and prototype designer for various MIS projects.
  - Lead in the research, analysis and development of project plans, work flows, business rules and policies to enhance internal operations and computer systems.
  - Lead JAD sessions and information gathering sessions with key stakeholders.
  - Work with Client Relationship Managers, other team members and stakeholders to achieve desired results.
  - Facilitate compliance with State and agency policies by developing system requirement documents and technical specifications for computer applications that will support those policies.
  - Provide oversight and review design documentations completed by other business analysts.
  - Develop scripts, scenarios and perform comprehensive testing of applications as needed.

**Technical requirements:**  
Azure, MS Project, MS Office suite, Visio, Project Management Life Cycle, Various project management methodologies such as Waterfall/Agile/Iterative/etc.

**PREFERRED SKILLS:**  
The preferred candidate should possess at least 3 years of demonstrated practice using MS Visio for flowcharting and MS Office suite; a minimum of 3 years of research and business analysis for client services and system enhancement; at least 3 years' experience in writing user documentation, testing scripts, training materials, systems manuals and user guides; at least 3 years of demonstrated practice using MS Project; demonstrated experience in user interface analysis and testing; understanding in System Development Life Cycle (SDLC) methodologies; demonstrated experience using modeling language such as UML; knowledge of using Axure for wire frame;knowledge of MS Infopath and Sharepoint; knowledge of the New York State Connections system and ACS child welfare systems; ability to work independently and communicate with staff of all levels as well as users and other divisions and agencies; experience in mentoring and planning knowledge transfer to other business analysts and knowledge of TOAD.

- 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.

**ADDITIONAL REQUIREMENTS:**  
Section 424-A of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-caring responsibilities has been the subject of a child abuse and maltreatment report.

**New York City residency required within 90 days of appointment.**  
*To apply for this assignment, please submit your cover letter/resume electronically using one of the following methods:*  
**ADMINISTRATION FOR CHILDREN'S SERVICES EMPLOYEES:** Visit the ACS **Intranet** and select the 'Jobs' icon.  
**ALL OTHER APPLICANTS:** Visit the [www.nyc.gov/acs](http://www.nyc.gov/acs) internet page and select the 'Work at ACS' link.  
*Your resume may be considered for additional assignments for which you are qualified. Only applicants scheduled for interviews will be contacted.*

*Submission of application is not a guarantee that you will receive an interview.*

POST DATE: 3 / 5 / 12	POST UNTIL: Until Filled	JVN: 067-12- 10726C
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*Note: All resumes must be received no later than the last day of the posting period.*

Michael R. Bloomberg  
Mayor

Ronald E. Richter  
Commissioner

The City of New York and the Administration for Children's Services are Equal Opportunity Employers **Committed to Diversity**