CITYWIDE JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Computer Systems Manager
TITLE CODE NO: 10050

LEVEL: M1
SALARY RANGE: $49,492 - $85,000
NON-CITY MINIMUM: $49,492

FUNCTIONAL TITLE: Business Analyst Manager
DIVISION/WORK UNIT: Administration / Management Information Systems (MIS)
WORK LOCATION: 150 William Street, Manhattan

CITY MINIMUM*: $53,373
NUMBER OF POSITIONS: 1

* 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 Director of Systems Development with latitude for independent judgment and action, the candidate will serve as the ACS Business Analyst Manager for the development, enhancement and maintenance of ACS systems and applications.

The Business Analyst Manager role is critical to the framework within MIS of shared resources which are used among all divisions within ACS. S/he will help to ensure divisions of ACS are part of an overall consistent MIS technology strategy and to help enforce centralized control and efficiency and will provide leadership and supervision to a group of analysts consisting of ACS staff and consultants who are responsible for developing and implementing information technology initiatives. The manager helps to establish and direct the policies and procedures for business analysis methodology such as high level flow documents, business requirements documents and functional requirements documents by meeting with the user community, Client Relationship Managers, Client Relationship Directors, Project Managers, Director of Systems Development and with the CIO.

In addition to the supervision of business analysts, the Business Analyst Manager will also have the full responsibility of personally working with the users and other MIS staff to develop the requirements for a large ACS Initiative. S/he will be responsible for working on the ACS Adoption Subsidy Content Management System. This system will include imaging, categorizing and tracking confidential documents that are related to subsidies paid to families who adopt children.

Critical functions include:
- Manage and review of a combination of several ACS staff and consultants.
- Scope and review systems and applications to assign to proper Business Analyst.
- Define, enforce and evolve requirements documents and functional documents standards to Business Analysts.
- Manage research, analysis and development of project plans, work flow systems and business rules and policies to enhance internal operations and computer systems.
- Enforce compliance with MIS policies and standards.
- Manage, prepare and provide training for development of staff.

Major Areas of Accountability:
- Prepares job descriptions, personnel procurement documents and identifies staffing needs, provides direction, assigns specific tasks and responsibilities, evaluates and mentors staff.
- Identifies needs and will allocate the appropriate resources to meet timely completion of specific project tasks.
- Coordinates changes of considerable consequences to the scope and schedule of the project.
- Apprises senior IT management and of project status, issues and concerns.
- Actively pursues issue resolution, and communicates project status/issues to business stakeholders and operational management.
- Possesses a broad knowledge of most technical and business resources and uses them to effectively coordinate team members and external resources.
- Evaluates business objectives that require new systems or enhancements to existing systems.
- Determines with assigned business analysts the feasibility, cost, time required and compatibility with current systems for consumption by senior management.

PREFERRED SKILLS:

The preferred candidate should possess 5 years management experience leading team of business analysts; 8 years of experience in business requirement gathering, project management, testing and creation of workflow for large scale computer systems; minimum of 8 years of business analysis and implementation of large scale web based applications; minimum of 4 years of demonstrated practice using MS Visio for flowcharting; minimum of 4 years of experience in BPM and content management systems requirements and design; minimum of 6 years of experience in gap analysis; minimum of 3 years of experience in writing user documentation, testing scripts, training materials and manuals, and user guides and MS Project usage.

QUALIFICATION REQUIREMENTS:

1. A master's degree in computer science from an accredited college and three years of progressively more responsible, full-time, satisfactory experience using mainframe, mini- or micro-computer technology in computer applications programming, systems programming, computer systems development, data telecommunications, data base administration, or planning of data processing, at least 18 months of this experience must have been in an administrative, managerial or executive capacity in the areas of computer applications programming, systems programming, computer systems development, data telecommunications, data base administration, or planning of data processing or in the supervision of staff performing these duties; or
2. A baccalaureate degree from an accredited college and four years of experience as described in **"1"** above; or
3. A four-year high school diploma or its educational equivalent and six years of experience as described in **"1"** above; or
4. Education and experience equivalent to **"1"**, **"2"** or **"3"** above. However, all candidates must have at least a four-year high school diploma or its educational equivalent and must possess at least three years of experience as described in **"1"** above, including the 18 months of administrative, managerial, executive or supervisory experience as described in **"1"** above.

NOTE: The following types of experience are **not** acceptable: superficial use of preprogrammed software without complex programming, design, implementation or management of the product; use of word processing packages; use of a hand held calculator; primarily the entering or updating of data in a system; the operation of data processing hardware or consoles.

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.

POST DATE: 5 / 22 / 12	POST UNTIL: 6 / 5 / 12	JVN: 067-12-10826C

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