



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 RANGE: \$56,937 - \$88,649

NON-CITY MINIMUM: 56,937

CITY MINIMUM*: \$56,937

FUNCTIONAL TITLE: IT Analyst

NUMBER OF POSITIONS: 1

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, with latitude for independent action and the exercise of independent judgment, the IT Analyst is responsible to manage special IT services requests and analyze various systems data for reporting, auditing, compliance, reconciliation, and distribution.

The candidate specific duties will include:

- Maintain data on GPS tracking system and generate weekly and monthly reports from the portal
- Review and analyze GPS tracking data for various departments of ACS
- Perform data quality on Telecom data maintained in Telecom Information Management System (TIMS) by using data analytical approach/methodology
- Process the requests for wireless devices and prepare cost analysis for each department by reviewing their current Telecom bills and available funds
- Review and process Telecom bills
- Create and distribute reports using Business Intelligence and MS tools
- Research database systems and logs to answer inquires on the usage of wireless devices by the employees
- Prepare response for all IT Audits from City & State Comptroller's office. Review NYC Department of Information Technology and Telecommunications (DoITT) IT Security Policies for gap analysis and compliance.
- Review user requirements for technology needs, research and coordinate technology meetings with the vendors
- Write technical procedures, proposal, and informational notices
- Create various survey forms to gather data for analysis
- Maintain contents and users access for SharePoint portal
- Coordinate and participate with ACS Business Continuity Operations (COOP) coordinator and NYC Office of Emergency Management (OEM) in testing and update ACS' COOP Plan.
- Work with Interactive Voice Response (IVR) vendor to maintain Emergency Notification System (ENS) as part of COOP Plan.
- Plan and coordinate periodic testing of IT Disaster Recovery (DR) Plan. Update DR Plan documents and publish on SharePoint & Docushare.

PREFERRED SKILLS:

The preferred candidate should possess working knowledge of Microsoft Office Suite – Word, Excel, PowerPoint, Project, Visio, Access and SharePoint; strong data analytical skills; verbal and written communication skills; ability to multitask and perform in a high-paced/high-pressure environment; ability to work independently or within a group as a strong team player; ability to communicate with IT vendors and different levels of the organization.

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 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: 9 / 7 / 12

POST UNTIL: 9 / 21 / 12

JVN: 067-13- 10918C

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