

City of New York
OFFICE OF PAYROLL ADMINISTRATION
Job Vacancy Notice

Civil Service Title: COMPUTER SPECIALIST (SOFTWARE)	Level: 03
Title Code No: 13632	Salary: \$77,733.00/\$89,393.00-\$100,849.00 Frequency: ANNUAL
Office Title: Remedy Requirements Analyst / Developer	Work location: 2 Lafayette Street, Room 15B New York, NY 10007
Division/Work Unit: ITS/OPA	Number of Positions: 1

Hours/Shift: 35 Hours/Varies

Job Description

The Office of Payroll Administration is recruiting a Remedy Requirements Analyst/Developer for the OPA. The Remedy Requirements Analyst/Developer responsibilities will include:

- Engagement in user, system and support requirements, development ,testing rollout and support for all Remedy applications
- Gathering end-user requirements and translate them into Remedy (AR) system functions
- Gathering information to provide design and architectural recommendations as it relates to Remedy applications
- Scoping and developing application solutions based on requirements
- Installing, configuring, maintaining and performing customizations to the out of the box application, as well as, custom build applications with the ability to develop complex custom applications using the AR System
- Implementing integration to Remedy workflow processes and procedures
- Creating and modifying active links, filters, menus and escalations according to business rules
- Creating and maintaining system and customization documentation for testing and validation of Remedy applications
- Full software development lifecycle -- requirements analysis, design, construction, testing, implementation and ongoing support
- Developing, publishing and maintaining statistical and management reports
- Working with vendor as necessary to resolve issues
- Periodic maintenance of the Remedy system to include security and application patching when they become available
- Working closely with BMC Remedy support, FISA and OPA

Please note: This position requires an NYPD background investigation and clearance as a condition of employment.

Qualification Requirements

1. A baccalaureate degree from an accredited college, including or supplemented by 24 semester credits in computer science or a related computer field and two years of satisfactory full-time computer software experience in computer systems development and analysis, applications programming, database administration, systems programming, data communications, including one year in a project leader capacity or as a major contributor on a complex project; or
2. A four-year high school diploma or its educational equivalent and six years of satisfactory full-time computer software experience as described in "1" above, including one year in a project leader capacity or as a major contributor on a complex project; 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 60 semester credits from an accredited college is equated to one year of experience. A master's degree in computer science or a related computer field may be substituted for one year of the required experience in "1" or "2" above. However, all candidates must have at least a four-year high school diploma or its educational equivalent and at least one year of satisfactory full-time experience in a project leader capacity or as a major contributor on a complex project.

Special Note: To be eligible for placement in Assignment Level IV, in addition to the Qualification requirements stated above, individuals must have one year of satisfactory experience in a project leader capacity or as a major contributor on a complex project in data administration, database management systems, operating systems, data communications systems, capacity planning, and/or on-line applications programming.

Essential Skills

- Solid foundation implementing and supporting Remedy applications
- Ability to work independently without intensive oversight
- Workflow requirements definition, form and field definitions, GUI definition and design to meet user requirements
- Strong accountability, analytical, process, organizational and communications skills
- Applicant must have the ability to troubleshoot complex workflow in a timely manner.

To Apply:

TO APPLY, PLEASE SUBMIT A COPY OF YOUR RESUME WITH JVN NUMBER IN THE SUBJECT LINE, TO OPARecruitment@payroll.nyc.gov OR (2) COPIES OF YOUR RESUME (with daytime number included) AND COPY OF THIS NOTICE TO:

If sending by e-mail, please list JVN 131-2011-86762 in the "subject" line.

Patricia Blunt
Personnel Officer
One Centre Street, Room 200N
New York, New York 10007

Post Date: 05/06/2011	Post Until: Filled	JVN: 131-2011-86762
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The City of New York is an Equal Opportunity Employer.