

City of New York
OFFICE OF PAYROLL ADMINISTRATION
Job Vacancy Notice

Civil Service Title: COMPUTER SYSTEMS MANAGER	Level: M1
Title Code No: 10050	Salary: \$49,492.00/\$53,373.00-\$136,198.00 Frequency: ANNUAL
Office Title: Business Analyst Manager	Work location: 450 West 33 St, New York NY
Division/Work Unit: Citywide Systems Business Analysis	Number of Positions: 1
Hours/Shift: 35 Hours/Day	Agency Tracking #:
Job Description	
<p>The Office of Payroll Administration (OPA) has a vacancy for a manager to work collaboratively with the business/technical stakeholders to manage OPA business projects as well as perform hands business requirements gathering and documentation activities to support City of New York citywide systems. These systems include the Payroll Management System (PMS), the CityTime Application (CT), the Pension Payroll Management System (PPMS), the Workers Compensation System (WCS), the HR self service system (NYCAPS-ESS), and other OPA functions / systems such as the City's tax filing systems (W2, 941, RACS).</p> <p>Under the general direction of the Director of the Citywide Systems Business Analysis Unit, the primary responsibilities of the position are:</p> <ul style="list-style-type: none"> • Plan and manage OPA business projects, including assigned staff to ensure timely completion. • Provide business analysts direction and leadership to analyze, research and document business requirements that includes, as needed, creating business, domain and activity models/diagrams with representatives from applicable Uniformed and Civilian NYC agencies, Pension Agencies, Oversight Agencies, the Department of Education, the NYC Housing Authority, the Office of Payroll Administration's Bureau of Payroll Operations and any other applicable users. • Perform business requirements gathering sessions, including documenting, reviewing and updating requirements with stakeholders, designers, developers and testers as needed. • Provide direction and assist in investigating and proposing recommendations for resolution of business and software issues. • Create testing plans, as well as review and provide recommendations for improvements to testing plans to ensure software meets established quality standards. • Provide OPA analysts and support staff guidance, including explaining/training staff on city business processing and functionality, such as paycycle and payrules processing, payroll deductions, agency / user payroll setup and management, uniformed agency rules and practices, reporting, etc. • Provide status updates for new work and projects that may involve other agency activities to meet delivery deadlines. 	
Qualification Requirements	
<p>1. A master's degree in computer science from an accredited college and three years of progressively more responsible, full-time, satisfactory experience using information technology in computer applications programming, systems programming, computer systems development, data telecommunications, database administration, planning of data/information processing, user services, or area networks 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</p> <p>2. A baccalaureate degree from an accredited college and four years of experience as described in "1" above; or</p> <p>3. A four-year high school diploma or its educational equivalent approved by a State's department of education or recognized accrediting organization and six years of experience as described in "1" above; or</p> <p>4. A satisfactory combination of 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 approved by a State's department of education or recognized accrediting organization 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.</p> <p>Note: The following types of experience are not acceptable: superficial use of reprogrammed 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.</p>	
Essential Skills	
<ul style="list-style-type: none"> • Project leadership and business analysis experience with the ability to manage the requirements gathering phase of the software development life cycle (SDLC), including production of relevant artifacts (business process documents, activity diagrams and required documentation), with exceptional detail orientation. • Proficiency in writing database queries and in reading and analyzing the relevant data • Proven knowledge and expertise of database Tables and their relationship in system processing • Familiarity with Payroll and Timekeeping systems preferred • Familiarity with reading and interpreting legislation preferred • Proficiency in the Rational suite of tools preferred, particularly Clearquest and Clearcase • Proficiency in Microsoft tools including advanced knowledge in Excel, Access and MS-Project • Strong leadership and problem solving skills, with the ability to motivate staff, provide guidance so that projects are brought to completion in a timely manner. 	
<p>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 131-2012-101478 in the "subject" line. OPA Recruitment One Centre Street, Room 200N New York, New York 10007</p>	
Post Date: 05/21/2012	Post Until: Filled
JVN: 131-2012-101478	

The Office of Payroll Administration is an Equal Opportunity Employer.