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: Project Manager	**Work location:** 450 West 33 St, New York NY
Division/Work Unit: Citywide Systems & Support	**Number of Positions:** 1
Hours/Shift: 35 Hours/Day	**Agency Tracking #:**

Job Description

The Office of Payroll Administration (OPA) has a vacancy for a technical project manager to work collaboratively with the Deputy Executive Director and business stakeholders to plan, manage, and track OPA business projects for the City of New York Citywide systems. These systems include: the Payroll Management System (PMS), the timekeeping system (CityTime), 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). Under the general direction of the Deputy Executive Director of OPA Citywide Systems & Support, the primary responsibilities of the position are as follows:

- Establish and foster relationships with internal customers such as various NYC agencies, oversight agencies, and internal stakeholders.
- Ability to quickly learn and understand the City Wide applications to effectively plan and manage various projects.
- Management of the requirements gathering process. In addition, may conduct business and functional requirements sessions including documenting, reviewing, and updating stakeholders as they relate to payroll, timekeeping, and taxation systems.
- Scope planning and management.
- Prepare and maintain project plans and schedules on a regular basis inclusive of tasks, timelines, resources, milestones, dependencies, and assumptions.
- Perform overall management of the projects for timely delivery.
- Creation of templates, processes, and procedures.
- Monitor project health and status. Ensure milestones are met according to the timelines and provide weekly and monthly status reports.
- Act as a liaison between various city agencies, oversights, internal stakeholders, and division personnel.
- Work within the division with various managers and directors related to resource allocations and tracking.
- Ability to identify, assesses, and prioritizes risk and issues.
- Facilitate communication between all stakeholders and project team members during all phases to ensure that business needs are being met and that the project is progressing according to the timeline.
- Conduct status meetings. Assure proper articulation and reporting of project status to stakeholders and executive management.

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 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
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 approved by a State's department of education or recognized accrediting organization and six years of experience as described in "1" above; or
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.

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 updating of data in a system; the operation of data processing hardware or consoles.

Essential Skills

- PMP or CAPM certification and five (5) year s of satisfactory experience in a role as project manager leading complex/enterprise-wide technical and/or business initiatives.
- 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 Microsoft Project, Excel, Access, Word, Project and Visio.
- Strong time management, consensus-building, communication, and presentation skills, with the ability to facilitate meeting discussions leading to mission-critical decisions.
- Strong project management, leadership, problem solving, and organizational skills.
- Excellent written and verbal communication skills.

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 131-2012-101580 in the "subject" line.

OPA Recruitment
One Centre Street, Room 200N
New York, New York 10007

Post Date: 05/24/2012	**Post Until:** Filled	**JVN: 131-2012-101580**

The Office of Payroll Administration is an Equal Opportunity Employer.