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: Business Analyst	**Work location:** 450 West 33rd Street, New York, NY
Division/Work Unit: Citywide Sys Business Analysis	**Number of Positions:** 2
Hours/Shift: 35Hours/Day	**Agency Tracking #:**

Job Description

The Office of Payroll Administration (OPA) has vacancies for Business Analysts to support City of New York citywide systems that 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).

Under the general supervision of the manager of the Citywide Systems Business Analysis Unit, the primary responsibilities of the positions are:

- Analyze research and document business requirements that includes, as needed, creating business, domain and activity models/diagrams.
- Conduct requirements gathering sessions 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.
- Investigate and propose recommendations for resolution of business and software issues.
- Assist others in application testing planning, coordination, and execution activities.
- Plan, manage and provide regular status updates for new work and projects that may involve other agency activities to meet delivery deadlines

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.

Essential Skills

- Demonstrated ability to manage the requirements gathering phase of the software development life cycle (SDLC); project leadership experience preferred.
- Business analysis experience, including requirements gathering techniques and production of relevant artifacts (business process documents, activity diagrams and required documentation), with exceptional detail orientation
- Proficiency in writing TSOA queries and in reading and analyzing the Citywide Systems (outlined above) data
- Proven knowledge and expertise of PMS Tables and their relationship for payroll processing
- Advanced knowledge of and experience with PMS personnel, timekeeping and/or payroll processes and CHRMS canned reports and Ad Hoc facility
- Familiarity with New York City Collective Bargaining Union contracts including contracts such as the Citywide agreement, 220 titles, ferry titles, marine titles, uniform titles, etc
- Proficiency in the Rational suite of tools, particularly Clearquest and Clearcase preferred
- Proficiency in Microsoft tools including advanced knowledge in Excel, Access for performing data extracts and analysis and MS-Project.

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 131-2012-99345 in the subject line.

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

Post Date: 03/13/2012	Post Until: Filled	JVN: 131-2012-99345

The Office of Payroll Administration is an Equal Opportunity Employer.