

**City of New York
OFFICE OF PAYROLL ADMINISTRATION
Job Vacancy Notice**

Civil Service Title: COMPUTER SPECIALIST (SOFTWARE)	Level: 02
Title Code No: 13632	Salary: \$71,982.00/\$82,779.00-\$92,738.00
Office Title: CityTime Operations Specialist	Work location: 132 West 31st Street, 8th Floor New York, NY
Division/Work Unit: CityTime	Number of Positions: 4
Hours/Shift: 35 Hours/Day	
Job Description	
<p>CityTime is an automated timekeeping system used by City employees to capture attendance and requests for leave. CityTime interfaces with the Payroll Management System (PMS) to generate pay for those individuals using CityTime. CityTime Operations is responsible for the planning and implementation of technical infrastructure required to develop and support the CityTime time, leave and workforce management solution for the City of New York. CityTime Operations engineers and manages system hardware, software, data, backup/recovery, security and interfaces to other city systems. The CityTime Operations Specialists will be responsible for, but not limited to, the following tasks:</p> <ul style="list-style-type: none"> • Ensure daily availability of Windows technical environments to include applications. • Build, implement and support Windows server hardware. • Install and support Windows OS and Windows applications • Actively assess and resolve incidents, as they occur. Escalates issues to appropriate teams members, as necessary. • Monitor Windows environment health. • Responsible for data analysis, security and performance monitoring of the CityTime system. • Maintain organizational, oral/written communications skills to support technology changes/ improvements and ensure compliance with city standards/directives. 	
Qualification Requirements	
<p>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</p> <p>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</p> <p>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 masters 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.</p> <p>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.</p>	
Preferred Skills	
<ul style="list-style-type: none"> • Possesses current Active Directory (AD) experience; maintains knowledge of FSMO roles, group policy, DNS, replication and migrations • Maintains Experience with working in a multi-network/VLAN environment • Has current experience with WSUS (Windows Server Update Services) • Maintains current experience with VMware ESX, Virtual Center • Knowledge of Dell server/desktop hardware • Experience with Symantec Netbackup or Backup Exec • Experience with Whatsup Professional and NetCool monitoring products (SNMP traps) Knowledge of Windows security hardening practices and procedures 	
To Apply:	
<p>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:</p> <p>If sending by e-mail, please list JVN 131-2010-005850 in the "subject" line.</p> <p>Patricia Blunt Personnel Officer One Centre Street, Room 200N New York, New York 10007</p>	
Post Date: 08/12/2009	Post Until: 08/26/2009
JVN: 131-2010-005850	

The City of New York is an Equal Opportunity Employer.