

City of New York
OFFICE OF PAYROLL ADMINISTRATION
Job Vacancy Notice

Civil Service Title: COMPUTER SPECIALIST (SOFTWARE)	Level: 01
Title Code No: 13632	Salary: \$69,097.00/\$79,462.00-\$86,117.00
Office Title: Project Management Support Specialist	Work location: 132 West 31st Street, 6th Floor New York, NY
Division/Work Unit: CityTime	Number of Positions: 1
Hours/Shift: 35 Hours/Day	
Job Description	
<p>Under the general direction of the CityTime Assistant Executive Director (AED), the Project Management Support Specialist's responsibilities include the following activities:</p> <ul style="list-style-type: none"> • Manage the progress of concurrent special projects to facilitate systematic integration and quality assurance prior to promotion of the integrated CityTime Release. Liaise amongst appropriate CityTime project teams and client agency personnel. • Perform impact assessment of new functionality on interface components and serve as liaison to agencies that will interface with CityTime. • Oversee categorization, prioritization and escalation of CityTime Enhancement Requests. • Ensure completion of required development/testing activities in the CityTime Production environment. • Work with new CityTime agencies on data synch issues between CityTime, NYCAPS and PMS • Perform data research for and report queries via PMS and CHRMS. • Develop CityTime's Business Continuity Plan and validate procedural updates to it. • Facilitate collaborations with contracted project vendors to ensure that system requirements from client agencies are formally identified and fulfilled. • Perform any other project activities that may be assigned by the AED from time to time. 	
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 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.</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>	
Essential Skills	
<ul style="list-style-type: none"> • 4+ years of technology coordination and/or support experience • Strong organizational, analytical and conceptual skills • Must be detailed-oriented with exceptional relationship building and time management skills • Expertise in Microsoft Office, MS Project, Remedy and Rational Suite of Tools, specifically ClearQuest and Rational ClearCase • Knowledge of the NYC Citywide systems such as CityTime, Payroll Management System (PMS) and Citywide Human Resource Management System (CHRMS) 	
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 style="text-align: center;">If sending by e-mail, please list JVN 131-2010-006487 in the "subject" line.</p> <p style="text-align: center;">Patricia Blunt Personnel Officer One Centre Street, Room 200N New York, New York 10007</p>	
Post Date: 09/22/2009	Post Until: Filled
JVN: 131-2010-006487	

The City of New York is an Equal Opportunity Employer.