City of New York
DEPT OF RECORDS & INFO SERVICE
Job Posting Notice

Civil Service Title: COMPUTER ASSOC (SOFTWARE)	**Level:** 01
Title Code No: 13631	**Salary:** $72,774.00/$83,690.00-$83,690.00 **Frequency: ANNUAL**
Title Classification: Competitive	
Business Title: RECORDS ANALYST	**Work Location:** 31 Chambers St., N.Y.
Division/Work Unit: Executive Offices	**Number of Positions:** 1
Job ID: 615335	**Hours/Shift:** Full-Time Day - Due to the necessary technical management support duties of this position, the candidate may be required to be on call and/or work various shifts such as weekends and/or evening shifts.

Job Description

The Department of Records & Information Services (DORIS) is seeking a highly responsible individual to serve as a Records Analyst in the Municipal Records Management Division (MRMD). DORIS is responsible for establishing and implementing City-wide records management policies and protocols. The experienced records analyst who will be part of an expert team working with New York City agencies to plan for the transition to digital records management and implementation of an enterprise-wide Electronic Records Management System. The records analyst will be tasked with assisting with establishing guidelines and developing best practices around Information and Records Management in order to implement the Mayoral Directive on records management. The Records Analyst will work closely with the Director of Municipal Records Management to implement, maintain, enhance, and troubleshoot records management applications; research records management (RM) best practices; analyze data, create reports, and assist in other MRMD operations and functions. The candidates for these positions will be expected, under supervision, to perform duties that include but are not limited to the following: Serve as a trusted source of records management information for client agencies and promote compliance with records management policies and procedures. Assist with the management and maintenance of city-wide electronic records system applications. Proactively troubleshoot and resolve application issues related to records management systems. Perform testing and quality assurance work as needed. Document technical procedures and developing technical training materials as needed. Assist with city-wide records surveys, data collection and analysis, including designing surveys, questionnaires, polls, etc. specific to research requirements. Engage in research assignments as directed, using efficient and effective research processes. Contribute technical expertise to various records management projects. Develop and maintain reports as required. Work independently, with appropriate supervision, and exercise a high degree of judgment, tact, and initiative.

This position is open to candidates who are permanent in the Computer Associate Software title.

Minimum 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 one year of satisfactory full-time computer software experience in computer systems development and analysis, applications programming, database administration, maintenance and support, systems programming, data communications, mainframe development, mobile development, web development and design; or 2. A four-year high school diploma or its educational equivalent and five years of satisfactory full-time computer software experience as described in "1" above; 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. In addition, 24 semester credits from an accredited college or graduate school in computer science or a related field, or a certificate of at least 625 hours in computer programming from an accredited technical school (post high school), may

be substituted for one year of experience. 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 as described in "1" above.

Preferred Skills

- Experience with container orchestration solutions, especially managed Kubernetes services like AKS and Open Shift.
- Experience designing and building automated workflows, with a strong emphasis on Power Automate and Logic Apps.
- Proficiency in creating and designing data reports using Power BI.
- Proficiency utilizing metadata to enhance organization, searchability, and information categorization.
- Comprehensive understanding of SharePoint and Teams.
- Knowledge of records management practices and principles.
- High level of proficiency with MS Office Suite (Word / Excel / PowerPoint).
- Ability to create accurate reports and presentations. Excellent organizational, communication and project management skills.

Residency Requirement

New York City Residency is not required for this position

To Apply

All current City Employees may apply by going to Employee Self Service (ESS) http://cityshare.nycnet/ess
Click on Recruiting Activities/Careers and Search for Job ID #615335
All other applicants, please go to www.nyc.gov/careers/search and search for Job ID #615335

NO E-MAILS, PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL

Public Svc Loan Forgiveness

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Educations website at https://studentaid.gov/pslf/

Posting Date: 11/08/2023	**Post Until:** Filled

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.