

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

Civil Service Title: COMPUTER SPECIALIST (SOFTWARE)	Level: 04
Title Code No: 13632	Salary: \$83,388.00/\$95,896.00-\$115,470.00 Frequency: ANNUAL
Office Title: Senior Business Analyst	Work location: 450 West 33rd Street, 10th Floor New York, NY 10001
Division/Work Unit: Citywide Business Analysis Unit	Number of Positions: 1
Hours/Shift: 35 Hours/ Day	Agency Tracking #:
Job Description	
<p>The Office of Payroll Administration (OPA) has a vacancy for a Senior Business Analyst 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).</p> <p>Under the general direction of the manager of the Citywide Systems Business Analysis Unit, the primary responsibilities of the position are:</p> <ul style="list-style-type: none"> • 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 • Conduct or assist others in application testing planning, coordination, and execution activities • Provide direct expertise to the OPA analysts in city business processing and functionality, such as paycycle and payrules processing, payroll deductions, agency / user payroll setup and management, uniformed agency rules and practices, reporting, etc. • Plan, manage and provide regular status updates for new work and projects that may involve other agency activities to meet delivery deadlines. 	
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"> • Project leadership experience with the ability to manage the requirements gathering phase of the software development life cycle (SDLC). • 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:	
<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 131-2012-99385 in the "subject" line.</p> <p style="text-align: center;">OPA Recruitment One Centre Street, Room 200N New York, New York 10007</p>	
Post Date: 03/12/2012	Post Until: Filled
JVN: 131-2012-99385	

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