

**City of New York
DEPT OF CITYWIDE ADMIN SVCS
Job Vacancy Notice**

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| Civil Service Title: Computer Associate Operations | Level: 2 |
| Title Code No: 13621 | Salary: \$51,830.00 - \$59,604.00 |
| Office Title: Computer Associate Operations | Work location: 1 Centre Street, NY, NY |
| Division/Work Unit: OMIS | Number of Positions: 1 |

Hours/Shift: Day

Job Description

The Department of Citywide Administrative Services (DCAS) seeks to hire a Computer Associate Operations Level 2 to work within the Division of Fiscal Management & Operations' (DFMO), Office of Management Information Systems (OMIS) Citywide Personnel Production Systems (CPPS) group. The candidate will be responsible for working on the Operations team responding to the 200 to 300+ business request for CPPS Operations services per month. This includes: the creation of Eccentric-z non-pre-printed mailers; the operations of DCAS production job execution and problem determination; report printing and volume mailing services for DCAS departments such as Citywide Examinations, Civil Service Administration, Equal Employment Opportunity and the ACCO (Acquisitions Officer).

Qualification Requirements

1. A certificate from an accredited technical school (approximately 675 hours) with a specialization in computer operations, and two years of satisfactory full-time experience, acquired within the last eight years, working on large-scale mainframe computer operations or mainframe data communication networks; or
2. A baccalaureate degree from an accredited college and three years of satisfactory full-time experience, acquired within the last eight years, as described in "1" above; or
3. A four-year high school diploma or its educational equivalent and four years of satisfactory full-time experience, acquired within the last eight years, as described in "1" above; or
4. A satisfactory combination of education and/or experience equivalent to "1", "2", or "3" above. However, all candidates must have at least two years of full-time experience, acquired within the last eight years, as described in "1" above.

Essential Skills

The candidate should possess most or all of the following:

- IBM mainframe experience that includes current in-depth working knowledge of IBM Job Control Language (JCL)
- TSO ISPF experience including SDSF (System Display and Search Facility)
- Experience using the Microsoft Products especially Word, and Excel
- Ability to follow and execute complex instructions in the Operations Environment
- Ability to research, assess and pinpoint production ABEND causes and suggest potential solutions
- Ability to effectively operate, load, unload and understand complex machines and paper handling equipment
- Desire to learn and understand the relevant underlying business and customer needs
- A customer service focused mindset and appreciation

To Apply:

TO APPLY, PLEASE EMAIL YOUR COVER LETTER & RESUME TO: hrjobs@dcas.nyc.gov

The JVN# MUST be the only text in the subject line of email; e.g. JVN#09/003249. Please also indicate the JVN# in the upper right hand corner of your cover letter and resume. **Your cover letter and resume MUST be attached as one MS Word document, specifically with the .doc extension.**

Please send your cover letter and resume only once; you will receive confirmation of receipt.

If you do not have access to email, mail your Cover Letter & Resume to:

Recruitment Coordinator
DCAS/Human Resources Office
1 Centre Street, 17th Floor North
New York, N.Y. 10007

(Indicate JVN# in upper right hand corner of cover letter & resume)

PLEASE SUBMIT YOUR COVER LETTER & RESUME ONLY ONCE USING ONE OF THE ABOVE METHODS. NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

Post Date: 5/19/2009

Post Until: 6/30/2009

JVN: 868-2009-003249

The City of New York is an Equal Opportunity Employer.