City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice

Civil Service Title: Computer Specialist (Software)	**Level:** IV
Title Code No: 13632	**Salary:** $95,000-$115,000 **Frequency:** ANNUAL
Business Title: Project Manager/Lead Analyst	**Work location:** 75-20 Astoria Blvd, East Elmhurst, New York 11370
Division/Work Unit: Human Resources Division	**Number of Positions:** 1
Job ID: 180089	**Hours/Shift:** Day Tour

Job Description

Under general supervision of the Director of Personnel Operations, the Project Manager will serve as the Lead Analyst to manage and oversee the further implementation of CityTime within the department. CityTime is a city wide automated employee timekeeping system to record daily attendance and requests for overtime and leave. The candidate recruited will facilitate, coordinate and implement the CityTime project according to specifications and deadlines. The Lead Analyst will partner with the Financial Information and Security Agency (FISA), department Information Technology Division and commands to manage system hardware implementation to formulate and execute installation plans. Will also manage contractors and/or project implementation team to coordinate the conversion of new staff onto the new system once installed. In conjunction with FISA, he or she will coordinate the provisioning and training of staff in the basic use of the new system. The CityTime Analyst is responsible for overseeing quality control throughout the entire project, and will assess and minimize project risks until successful completion. Identify and effectively communicate project requirements with a diverse group of roles within the department, track daily project activities, provide leadership and direction, develop effective action plans for resolution of project issues, monitor and communicate project status, business issues, and significant developments as appropriate.

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 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
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
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.

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.

Preferred Skills

Five (5) or more years of direct experience in a project management capacity, including all aspects of project development implementation and execution; excellent communication and presentation skills; proactive, meticulous, organized, detail-oriented approach to managing and overseeing projects; solid understanding of web technologies; experience delivering web solutions based projects on time and within budget; experience building strong business relationships; experience evaluating results and recommending changes in development and execution of project phases and meeting schedules; Project Management Certification (PMP) is a plus.

Residency Requirements

New York City residency is generally required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply:

For City employees: Go to Employee Self-Service (ESS)-www.nyc.gov/ess. Click on Recruiting Activities > Careers and search for Job ID#:180089.

For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#: 180089

ATTENTION: FLORETHA BRYANT

Submission of a resume is not a guarantee that you will receive an interview.

Only candidates under consider will be contacted.

Post Date: 01/07/2015	**Post Until:** 01/11/2015

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