

City of New York
Department of Health and Mental Hygiene
125 Worth Street, Room 930
New York, NY 10013

JVN: # 81610135582MP

CITYWIDE JOB VACANCY NOTICE

Civil Service Title: Computer Systems Manager	Level: M-I
Title Code No.: 10050	Salary: \$49,492 to \$136,198
Office Title: Business Analyst	Work Location: Manhattan
Division/Work Unit: Finance & Planning/Bureau of Program Improvement and Operational Support	No. of Positions: 1
Hours/Shift: Full-time	Position(s)#: 610135

DIVISION/PROGRAM DESCRIPTION: The Office of Financial Systems and Analysis (FSA) within the Division of Finance and Planning, design financial systems, prepare routine and special reports, and manage enterprise data for the agency. FSA provides management of information systems and reports that define the financial status of the Department of Health & Mental Hygiene.

JOB DESCRIPTION:

FSA is seeking to fill a vacant Business Analyst position. The Business Analyst will report directly to the FSA Director with additional supervisory direction coming from the Deputy Director of FSA and the FSA Manager of Application Development. Through close collaboration with business and technical staff throughout the Division of Finance & Planning and other business units, the Business Analyst will support the improvement of business processes, datasets and applications; prepare/present documentation for business process workflows, application requirements and business rules; coordinate with business staff and application development staff in the specification, development, testing and documentation of enterprise-class financial applications; prepare report specifications, report test plans and will coordinate subsequent user acceptance testing activities. In addition, the Business Analyst will review existing FSA systems to document implemented workflows, datasets and business rules. SQL will be frequently used to conduct ad hoc analysis projects involving potentially complex financial data stored in FSA systems. The Business Analyst will also participate in application testing activities.

PREFERRED SKILLS:

The successful candidate will demonstrate effective writing, communication and interpersonal skills. Good working knowledge of Microsoft Excel, Word, Outlook and Visio are required; working proficiency with SQL is required; strong academic training in mathematics or statistics is desired; previous experience with the product development lifecycle of multi-tier applications is desired; prior experience in re-engineering business processes is desired; knowledge of financial accounting methodologies is desired; experience with the city's Financial Management System (FMS) or Payroll Management System (PMS) are desired.

QUALIFICATION REQUIREMENTS:

1. A Master's degree in computer science from an accredited college and three years of progressively more responsible, full-time, satisfactory experience using information technology in computer applications programming, systems programming, computer systems development, data telecommunications, database administration, planning of data/information processing, user services, or area networks at least 18 months of this experience must have been in an administrative, managerial or executive capacity in the areas of computer applications programming, systems programming, computer systems development, data telecommunications, data base administration, or planning of data processing or in the supervision of staff performing these duties; *or*
2. A Baccalaureate degree from an accredited college and four years of experience as described in (1) above; *or*
3. A four-year high school diploma or its educational equivalent approved by a State's department of education or recognized accrediting organization and six years of experience as described in "1" above; *or*
4. A satisfactory combination of education and experience equivalent to "1", "2" or "3" above. However, all candidates must have at least a four-year high school diploma or its educational equivalent approved by a State's department of education or recognized accrediting organization and must possess at least three years of experience as described in "1" above, including the 18 months of administrative, managerial, executive or supervisory experience as described in "1" above.

NOTE: The following types of experience are not acceptable: superficial use of preprogrammed software without complex programming, design, implementation or management of the product; use of word processing packages; use of a hand held calculator; primarily the entering or updating of data in a system; the operation of data processing hardware or consoles.

TO APPLY, PLEASE SUBMIT RESUME ONLINE: www.nyhealthcareers.com

JVN search: 135582

If you do not have access to submit online, mail resume to NYC Department of Health and Mental Hygiene, 125 Worth Street, Room 930, Box #39, New York, NY 10013; indicating the JVN #. Please submit your resume once using only one of these methods.

Post Date: <u>5/12/2010</u>	Post Until Filled	JVN: #81610135582MP
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DOHMH is an Equal Opportunity Employer