

City of New York
Financial Info Svcs Agency
Job Vacancy Notice

Civil Service Title: COMPUTER ASSOCIATE (TECHNICAL **Level/Grade:** 03
Title: 13611 **Salary:** \$57,302/ \$65,897- \$75,000
Office Title: Job Admin Tech/Production Ctrl
Division/Work Unit: Pysl/HR, Ops **Number of Positions:** 1
Hours/Shift: 7:30 p.m. until 8:00 a.m. Predetermined 3 day rotating work week that includes weekends.
Work location: 450 West 33 St, New York NY

Job Description

The Job Administration Technician reports directly to the Shift supervisor. This position is responsible for monitoring job flows controlled by CA-Scheduler on an MVS mainframe. The jobs being run execute on either an MVS mainframe or on a UNIX box. The technician must be able to respond quickly to job failures by determining the general cause of the problem and contacting the appropriate on-call staff member for remediation. Other duties included documenting problems, setting up job flow dependencies, and troubleshooting test flows.

Qualification Requirements

1. A baccalaureate degree from an accredited college and two years of satisfactory full-time experience, acquired within the last seven years, in mainframe computer, mid-range computer and/or LAN or WAN computer environments in the areas of production control, or tape library; or 2. An associate degree or 60 semester credits from an accredited college and three years of satisfactory full-time experience, acquired with the last seven 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 with the last seven years, as described in "1" above; or 4. Education and/or experience equivalent to "1", "2", or "3" above. Undergraduate college credit can be substituted for experience on the basis of 30 semester credits, from an accredited college, for six months of experience. However, all candidates must have at least a four-year high school diploma or its educational equivalent and two years of satisfactory full-time mainframe computer, mid-range computer, and/or LAN or WAN computer experience, acquired within the last seven years, in the areas of production control, or tape library.

Essential Skills

Experience monitoring day to day batch workflows; Troubleshooting JCL errors, creating utilities such as GDGs, FILEAID and ITCAMS; Familiarity with establishing job dependencies; Knowledge of IMS, DB2 and scripts; Knowledge of CA Scheduling; Knowledge of MVS/JCL, TSO/ISPF and UNIX; Knowledge of PeopleSoft; Experience with mainframe compile, links and binds procedures a plus; Familiarity with Rational and LOTUS Notes a plus; Strong understanding of standard SDLC methodologies; Excellent communication (oral and written), interpersonal, and organizational skills preferred.

To Apply:

Please e-mail resume to: jvn-1301@fisa.nyc.gov

Be sure the JVN# you are interested in is clearly indicated in the upper right hand corner of your resume.

PLEASE NOTE: Applications that do not reference a JVN # will be considered incomplete. While all complete applications will be given consideration, only candidates selected for an interview will be contacted by FISA.

NEW YORK CITY RESIDENCY REQUIRED WITHIN 90 DAYS OF APPOINTMENT.

P393

Post Date: May 05, 2008

Post Until: Filled

JVN: 127- 2008- 001301

The City of New York is an Equal Opportunity Employer.