

**OFFICE OF PAYROLL ADMINISTRATION
CITYWIDE POSTING**

Civil Service Title:	Computer Systems Manager	Level:	I
Title Code Number:	10050	Salary:	\$42,974-Minimum Rate \$46,343 - Minimum Rate after 2 years of continuous city service \$94,608– Maximum Rate
Office Title:	NYCAPS Manager/CPSM	Work Location:	2 Lafayette Street Room 15C New York, NY 10007
Division/Work Unit:	Citywide Payroll Systems Maintenance Division	Number of Positions:	1
Hours/Shift:	35 hour week/Days		

JOB DESCRIPTION

The Office of Payroll Administration is recruiting a NYCAPS Manager for the Citywide Payroll Systems Maintenance (CPSM) Division. The NYCAPS Manager must be proficient in the PeopleSoft package. The NYCAPS Manager will work either individually or in a team environment with business analysts to review, test and implement custom PeopleSoft modules for NYCAPS. He/She will provide project management and ongoing production support including troubleshooting and user support on interface issues. Responsibilities will include problem analysis and program maintenance. Mainframe and COBOL knowledge/experiences are highly desirable as it is necessary to understand interfaces between NYCAPS and the Payroll Management Systems. He/She will meet with oversight agencies and understand city's requirements, designs and custom modules based on the specifications developed.

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 mainframe, mini- or micro-computer technology in computer applications programming, systems programming, computer systems development, data telecommunications, data base administration, or planning of data processing, 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 and six years of experience as described in "1" above; or
4. 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 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.

PREFERRED SKILLS

1. Strong organizational, as well as, excellent written and oral communication skills
2. Knowledge of HR, Benefits, Pension, Payroll, and Labor Relations a plus
3. Experience in using PeopleTools/Application Designer 8.x and/or PeopleTools 8.4
4. Three to five years of experience with PeopleCode, PeopleDatabase Model, and SQL is required
5. The NYCAPS Manager must have experience of full life cycle system development
6. Applicant must be able to scope, plan, and manage a project work track

Appointments are subject to Office of Management and Budget (OMB) approval. Sent to DCAS for tracking purposes.

TO APPLY, PLEASE SUBMIT A COPY OF YOUR RESUME WITH JVN NUMBER NOTED, TO OPARecruitment@payroll.nyc.gov OR (2) COPIES OF YOUR RESUME AND COPY OF THIS NOTICE TO:
Patricia Blunt
OPA Personnel Officer
One Centre Street, Room 200N
New York, New York 10007

The City is an Equal Opportunity Employer.

POST DATE: 2/24/06	POST UNTIL: 3/10/06	JVN: 131-06-MB017
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