

**OFFICE OF PAYROLL ADMINISTRATION
CITYWIDE POSTING**

Civil Service Title:	Computer Systems Manager	Level:	1
Title Code Number:	10050	Salary:	\$45,758 - Minimum Rate \$49,346 - Minimum Rate after 2 years of continuous city service \$100,738– Maximum Rate
Office Title:	Systems Manager	Work Location:	2 Lafayette Street 15th Floor New York, NY 10007
Division/Work Unit:	Information Technology Systems Division	Number of Positions:	1
Hours/Shift:	35 hour week/Days		

JOB DESCRIPTION

The Office of Payroll Administration is recruiting a Computer Systems Manager M1 to manage the processing of W-2 Wage and Tax Statements and 1099s and perform analysis for citywide systems. Responsibilities include planning and monitoring all activities relating to W-2 and 1099 processing including the validation of files, reconciliation of data, and development and implementation of controls. The Computer Systems Manager will also serve as the liaison with taxing authorities regarding technical issues relating to specifications and data transmissions. In addition, this position is responsible for performing analysis for a wide range of issues for citywide systems including the Payroll Management System (PMS) and W-2 Replacement and Correction System (RACS) and developing and executing testing for enhancements to the systems. The Computer Systems Manager will be responsible for improving and automating business processes and managing projects for various technology initiatives. The Computer Systems Manager will report to the manager of the Citywide Systems unit and will supervise technical staff.

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

- Proficient in Visual Basic, SQL Queries, and Microsoft Suite--Word, Excel, Access,, PowerPoint, Projects, Visio
- Experience with the Payroll Management System (PMS) and W-2 Replacement and Correction System
- Experience creating file formats to conform to specifications
- Experience preparing and interpreting technical documentation and specifications
- Strong analytical skills
- Excellent written and oral communication skills

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 *If sending by e-mail – please list JVN 131-07-MB033 in the “subject” lin:*

**Patricia Blunt
OPA Personnel Officer
One Centre Street, Room 200N
New York, New York 10007**

The City is an Equal Opportunity Employer.

POST DATE: 05/15/07	POST UNTIL: Until Filled	JVN: 131-07-MB033
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