

Candidates must be serving as a Civil Service Computer Associate SW I or be reachable on the Computer Associate SW civil service list (please include list number on cover letter)

**OFFICE OF PAYROLL ADMINISTRATION
CITYWIDE POSTING**

Civil Service Title:	Computer Associate SW	Level:	I
Title Code Number:	13631	Salary:	\$51,915 - Minimum Rate \$59,702 - Minimum Rate after 2 years of continuous city service \$71,971– Maximum Rate
Office Title:	CCA Analyst	Work Location:	132 W. 31st Street 8th Floor New York, NY
Division/Work Unit:	CityTime/CityTime Central Administration	Number of Positions:	3
Hours/Shift:	35 hour week/Days		

JOB DESCRIPTION

The Office of Payroll Administration (OPA) is recruiting three (3) CityTime Central Administration (CCA) Analysts for the CityTime Division. Under the supervision of the CCA Director, the CCA Analyst will:

- Monitor computerized data to ensure that event codes and other timekeeping information provided to PMS are correct.
- Analyze employee PMS data rejected in the interface and reprocessing of payroll events to correct discrepancies.
- Provide user support for Super Users at CityTime implemented agencies.
- Generate ad hoc reports using various reporting tools.
- Conduct business process analysis and functional training to Agency administrators and timekeepers.
- Track and resolve issues found in the production environment.
- Analyze incident reports resulting from CityTime programmatic problems, and liaisons with agency CityTime Administrators to provide problem resolution services and disseminate other information regarding the use of CityTime data.
- Troubleshoot application malfunctions and create workarounds to facilitate the accurate and timely capturing of timekeeping events while system enhancements are made to the application.

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 one year of satisfactory full-time computer software experience in computer systems development and analysis, applications programming, database administration, systems programming or data communications; or
2. A four-year high school diploma or its educational equivalent and five years of satisfactory full-time computer software experience as described in "1" above; 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. In addition, 24 semester credits from an accredited college or graduate school in computer science or a related field, or a certificate of at least 625 hours in computer programming from an accredited technical school (post high school), may be substituted for one year of experience.

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 as described in "1" above.

PREFERRED SKILLS

- Knowledge of PMS Timekeeping procedures
- Experience in use of NYCAPS and CHRMS applications
- Excellent verbal and written 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 131-08-MB006 in the “subject” line:*

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

The City is an Equal Opportunity Employer.

POST DATE: 09/06/07	POST UNTIL: Until Filled	JVN: 131-08-MB006
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