

Candidates must be currently serving in the title of Computer Associate (SW) or be reachable on the civil service list.

OFFICE OF PAYROLL ADMINISTRATION CITYWIDE POSTING

Civil Service Title:	Computer Associate (SW)	Level:	II
Title Code Number:	13631	Salary:	\$53,750-Minimum Rate \$61,812- Minimum Rate after 2 years of continuous city service \$74,810- Maximum Rate
Office Title:	NYCAPS Analyst	Work Location:	2 Lafayette Street Room 15 B New York, NY 10007
Division/Work Unit:	Citywide Payroll Systems Maintenance/NYCAPS	Number of Positions:	1
Hours/Shift:	35 hour week/Days		

JOB DESCRIPTION

The Office of Payroll Administration is recruiting a NYCAPS Analyst for the Citywide Payroll Systems Maintenance Division (CPSM) who will be responsible:

- Providing analysis for recommendations for automated solutions that are currently a part of the Payroll Management System (PMS) that are now in the new System.
- Participate in business process reviews, FIT/GAP analysis, system testing (User, and System).
- Document changes for NYCAPS/PMS user changes resulting from the implementation of NYCAPS.
- Participating in the analysis and identifying changes in current PMS processes which include modifications to some PMS Reference Tables and processes.
- Analysis of employee PMS data rejected in the Interface and the processing corrections in PMS.
- Providing Users Support for super users and NYCAPS agencies and PMS agencies.
- Assist with the analysis of the structure of the current PMS tables' impact for NYCAPS and recommend changes for the new system.
- The future development of the job code table in NYCAPS, its maintenance and defining the specifications for Annuity payments and Mass e updates in NYCAPS.
- Develop and implement mass changes for Collective Bargaining, Annuities and other contract modifications.

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

- Excellent written and oral communications skills
- Experience in application system development, and user acceptance testing practices and procedures
- Knowledge of the City's Payroll Management System (PMS) PMS Events and Reference Tables Maintenance
- Knowledge of generating ad hoc reports
- Knowledge of NYCAPS & PeopleSoft applications

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 (with daytime number included) 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: 10/02/06	POST UNTIL: 10/16/06	JVN: 131-07-MB011
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