

City of New York
DEPT OF DESIGN & CONSTRUCTION
Citywide Job Posting Notice

Civil Service Title: Staff Analyst Trainee	Level: 00
Title Code No: 12749	Salary: \$35,538/\$40,869 - \$49,041
Business Title: Business Analyst	Work Location: 30-30 Thomson Avenue, LIC, NY
Division/Work Unit: Information Technology Services	Number of Positions: 1
Job ID: 144342	Hours/Shift: 35 Hours
Job Description	
<p>DDC's Project Information Management System (PIMS) is a fully integrated capital project management system delivering high value project controls and automated business process workflow capabilities. It is built on Oracle's Primavera Unifier platform. Under the Director of the Director of PIMS Support, the selected candidate will participate in presenting newly developed business processes to end users in a clear and concise manner; develop focused documentation and materials for training purposes including how-to-guides, and instruction manuals; and apply appropriate levels of editorial treatment to project materials. The selected candidate will also be providing help desk support to end users with inquiries regarding the PIMS application.</p>	
Minimum Qualification Requirements	
A baccalaureate degree from an accredited college.	
Preferred Skills	
Excellent written and verbal communication skills along with proven analytical and technical skills. Understanding of systems engineering concepts and quality assurance concepts also required.	
Residency Requirement	
New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.	
To Apply	
For City Employees, please go to Employee Self Service (ESS) , click on Recruiting Activities/Careers and Search for Job ID #144342.	
For all other applicants, please go to www.nyc.gov/jobs , go to Search for Open NYC Jobs and click on Non-Employee Login to search for Job ID # 144342.	
Do not e-mail, mail or fax your resume to DDC directly. No phone calls will be accepted.	
Posting Date: April 1, 2014	Post Until: April 14, 2014

The City of New York is an Equal Opportunity Employer