

**NYC DEPT OF DESIGN & CONSTRUCTION**  
**Citywide Job Posting Notice**

<b>Civil Service Title:</b> Associate Staff Analyst	<b>Level:</b> 00
<b>Title Code No:</b> 12627	<b>Salary:</b> \$59,536/\$68,466 - \$88,649
<b>Business Title:</b> Analyst	<b>Work Location:</b> 30-30 Thomson Avenue, LIC, NY
<b>Division/Work Unit:</b> Information Technology Services	<b>Number of Positions:</b> 1
<b>Job ID:</b> 147574	<b>Hours/Shift:</b> 35 Hours

**Job Description**

**Only candidates who are permanent in the title of Associate Staff Analyst or those who are reachable on the current Associate Staff Analyst List (Exam #507) may apply. Please attach a copy of your Notice of Result card or indicate if you are already permanent in the title. Failure to do so will result in your disqualification.**

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 direction of the Director of PIMS Support, the selected candidate may be expected to function as a lead analyst performing analysis of the Agency's business processes; eliciting business requirements from agency subject matter experts; and developing and delivering training to end users in DDC's PIMS application. The selected candidate may also lead in presenting newly developed business processes to end users in a clear and concise manner; create user 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 provide help desk support to end users with inquiries regarding the PIMS application; and support the planning, design, quality assurance, and execution of system testing for business processes within the PIMS system. The analyst will work collaboratively within the IT department and business units to execute and validate test cases based upon system requirements; develop test plans, test cases, test scripts and test reports on multiple projects of varying size; validate that user expectations are achieved during the testing process; and review user requirements documents to ensure that requirements are testable and achievable.

**Minimum Qualification Requirements**

1. A master's degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and one year of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; or in management or methods analysis, operations research, organizational research or program evaluation; or in personnel or public administration, recruitment, position classification, personnel relations, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area; or
2. A baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation and three years of satisfactory full-time professional experience in the areas described in "1" above.

**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 #147574. For all other applicants, please go to [www.nyc.gov/jobs](http://www.nyc.gov/jobs), go to Search for Open NYC Jobs and click on Non-Employee Login to search for Job ID # 147574. 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**