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

<table>
<thead>
<tr>
<th>Civil Service Title:</th>
<th>Computer Programmer Analyst</th>
<th>Level:</th>
<th>02</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title Code No:</td>
<td>13651</td>
<td>Salary:</td>
<td>$55,637/$63,983-$77,953</td>
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<tr>
<td>Business Title:</td>
<td>Management Data Analytics Specialist</td>
<td>Work Location:</td>
<td>30-30 Thomson Ave LIC, NY</td>
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<tr>
<td>Division/Work Unit:</td>
<td>Administration/Human Resources-Executive</td>
<td>Number of Positions:</td>
<td>1</td>
</tr>
<tr>
<td>Job ID:</td>
<td>246812</td>
<td>Hours/Shift:</td>
<td>35 Hours</td>
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Job Description
Only candidates who are permanent in the Computer Programmer Analyst title or those who successfully filed for the Open Competitive Computer Programmer Analyst list exam (Exam # 7004), or the Promotional Computer Programmer Analyst list (Exam # 7509) may apply. Please include a copy of your registration receipt or indicate you are already permanent in the title. Failure to do so will result in your disqualification.

Under the direction of the senior staff of the Human Resources Unit, and working closely with Budget and Planning, will serve as a part of a team, responsible for: assisting with the new HRIS system requirements, data conversions, and subsystem reporting; maintaining all segments of the HRIS (Personnel Database System) and the agency’s organizational charts, preparing monthly, quarterly and ad-hoc chart requests, and synchronizing against HR rosters, coordinating verifications of DDC in-house titles with Division liaisons and/or unit managers, and auditing processing fees and tracking systems for new hires, as well as for civil service list actions; preparing CHRMS database queries for ad hoc requests, including overtime reports, and employee status updates regarding resignations, retirements and terminations, provisional status, service milestones and recognition reports; running standardized HR monthly reports; updating the G-cards, I-9s, and Systems Access terminations tracking systems; and creating a master file to store HR-related reports. The successful candidate may provide back-up in varied personnel functions, and personnel-related special projects.

Minimum Qualification Requirements
(1) A baccalaureate degree from an accredited college, including or supplemented by twenty-four (24) semester credits in computer science or a related computer field; or
(2) A four-year high school diploma or its educational equivalent plus (3) years of satisfactory fulltime computer programming experience; or
(3) A satisfactory combination of education and experience that is equivalent to (1) or (2) above. College education may be substituted for up to one year of the experience required in (2) above on the basis that sixty (60) semester credits from an accredited college is equated to one year of experience. In addition, twenty-four (24) credits from an accredited college or graduate school in computer science or a related computer 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 who attempt to qualify under option (3) must have at least a four-year high school diploma or its educational equivalent and at least (1) year of satisfactory full-time computer programming experience.

Some examples of unacceptable experience are: End users of a computer system, program or software package; experience in the areas of end user computer technical support, computer operations, data entry/data retrieval, quality assurance (QA); end user hardware installation; end user help desk; teaching, telecommunications, experience in Microsoft Office Suite/Back Office products.

Preferred Skills
Knowledge of NYC personnel policies and procedures, strong verbal and written communication skills, and excellent customer service skills required. Prefer candidate with PMS, PRISE, and CHRMS experience. MS ACCESS & Excel required, Pivot Tables, SQL and VBA a plus.

Residency Requirement
New York City Residency is not required for this position.

To Apply
For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities/Careers and Search for Job ID #246812. 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 #246812. Do not e-mail, mail or fax your resume to DDC directly. No phone calls will be accepted.

Posting Date: 02/06/2017  Post Until: Filled

The City of New York/NYC Department of Design & Construction is an Equal Opportunity Employer