



New York City Employees' Retirement System
Job Vacancy Notice CITYWIDE

Civil Service Title: Computer Specialist (Software), Level 2 **Salary:** \$79,471 New Hire
\$91,392 Incumbent Rate
Title Code: 13632 \$102,388 Maximum

Division: Information Technology **Unit:** Business Analysis

Job Description:

NYCERS is seeking a Business Analyst with a technical background and superior analytical skills. The Candidate will be a business liaison between the Business Units and IT. The BA is expected to forge strong working relationships between the Business clients and the technology groups in support of the Business Process Re-engineering and Process Improvement Recommendations (PIR). Duties will include leading business process discussions, requirements gathering (elicitation, documentation, and management); identifying disparate and overlapping current and future state workflow requirements; evaluating solutions that most effectively meet the needs of the business; assisting with the Quality Assurance (QA) Testing; and leading the User Acceptance Testing (UAT) efforts. Candidates must be flexible enough to grasp new concepts and paradigms very quickly, present technical and business concepts to Executives, and should be prepared to “out of the box” when necessary.

Primary Responsibilities

- Participate in the evaluations of the As-Is process and analysis and documentation of the To-Be process improvements in support of the Business Process Reengineering efforts.
- Experience writing Requirements and Visio Diagrams.
- Demonstrable, in-depth experience on numerous projects from inception to successful launch (complete solutions/project lifecycle).
- Demonstrable collaborative and problem solving skills. This includes active listening; formulating and expressing desired outcomes, identifying underlying interests and developing and analyzing their consequences.
- Ability to facilitate meetings with clients to determine and prioritize their business requirements and the impact of these requirements on existing applications and workflows.
- Possess experience with the software development life cycle
- Participate in the testing of NYCEwork (the Agency's Filenet/Content Management), Mainframe, internet, multi-tier, and distributed applications.

Requirements

- 5+ years in a Business Analyst role: experience gathering business requirements and assessing impact on current application landscape in a retirement system environment.
- Ability to define project scope and technical specifications, facilitate the collection of technical, operational or



business requirements, set milestones to successful completion

- Excellent interpersonal skills including negotiation, problem resolution and customer service
- Outstanding performers will have high-level business expertise, be able to multi-task, be pro-active in project planning and requirements gathering, set and maintain multiple priorities, and communicate effectively with people regardless of their technical skill set.
- Outstanding written and verbal communication skills including the ability to establish goals and set clear expectations, prioritize activities and follow through to completion
- Experience with software development life cycle and application release management required
- Expertise with Microsoft Word, Project, Excel, Visio & PowerPoint
- Experience in making presentations to upper management, with the proven ability to present complex ideas clearly and persuasively
- Excellent problem solving skills, and the ability to interact with all levels of technical and non-technical staff.
- Understanding in Human Factor as it relates to user friendly design of interfaces, maximize usability, and improvement of worker efficiency.

Please note only permanent Computer Specialist (Software) or candidates who have taken the Computer Specialist (software) Exam No. 7005 will be considered (proof must be submitted).

Preferred Skills:

- Workflow experience
- FileNet
- Mainframe CICS (Customer Information Control System) Transaction Experience
- KOFAX

MINIMUM REQUIREMENTS ARE ATTACHED

New York City Residency is NOT Required

NYCERS is an Equal Opportunity Employer

M/F/H/V

TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING POSTING NUMBER 009-18-0006 AND A COPY OF A CURRENT RESUME TO:

CITY EMPLOYEES: Apply through Employee Self Serve (ESS). www.nyc.gov/ess. Search for Job ID #: 296006

ALL OTHER APPLICANTS: Go to www.nyc.gov/careers/search. Search for Job ID#: 296006

DATED: 07/27/17

POST UNTIL: until filled

**POSTING NUMBER
NYCERS 009-18-0006**



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 two years of satisfactory full-time computer software experience in computer systems development and analysis, applications programming, database administration, systems programming, data communications, including one year in a project leader capacity or as a major contributor on a complex project; or
2. A four-year high school diploma or its educational equivalent and six years of satisfactory full-time computer software experience as described in “1” above, including one year in a project leader capacity or as a major contributor on a complex project; 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. A masters degree in computer science or a related computer field may be substituted for one year of the required experience in “1” or “2” above. 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 in a project leader capacity or as a major contributor on a complex project.