



New York City Employees' Retirement System Job Vacancy Notice **CITYWIDE**

Civil Service Title: Computer Systems Manager, NM

Title Code: 1005D

Business Title: Legacy Replacement Project Business Analysis Supervisor

Salary: \$115,000-\$125,000 (Annual)

Division: Enterprise Project Management Office

Unit: Business Analysis & Analytics

Job Description:

NYCERS is seeking an experienced professional to serve as a Legacy Replacement Project (LRP) Business Analysis (BA) Supervisor. Under managerial direction, with wide latitude for independent judgment and initiative, the LRP BA Supervisor will be responsible for assisting in leading and managing of others within the team.

Primary Responsibilities:

- Manage team of Business Analysts working on NYCERS' Legacy Replacement Project
- Assist in the Management of the day-to-day operational aspects of team
- Act as a point of escalation for issues raised by those in the team (Troubleshoot problems identified, Initiate follow-up corrective actions)
- Handle business and project issues proactively and escalates appropriately
- Uphold team standards and operating procedures and facilitate effective team and project interaction
- Manage LRP resources in accordance with project schedule
- Lead and Facilitate User Acceptance Testing
- Act as lead liaison between Vendor, IT and business teams
- Assist in the facilitation of team and business meetings
- Design process flows, write requirements, and test systems
- Lead internal team tasks and mentor those with less experience in the team
- Rate and evaluate job performance of subordinates through observations, record keeping
- Product Quality Assurance: Ensure that all deliverables meet the organization's quality standards
- Partner with the business units to identify, develop and implement process improvement initiatives facilitated by technology capabilities or process re-engineering.
- Work with various business units to identify, propose, analyze and evaluate solutions that most effectively meet business and organizational needs and strategic/tactical goals
- Participate in the evaluations of the As-Is process and the analysis and documentation of the To-Be process improvements in support of the Business Process Reengineering efforts.
- Provide project teams with a clear understanding of business needs, requirements and specifications
- Assist project managers with scoping, estimation, reporting, scheduling, risk management, and communication as required

MINIMUM REQUIREMENTS ARE ATTACHED

New York City residency is not required.

NYCERS is an Equal Opportunity Employer.

Applicants Must Be Permanent in the Computer Systems Manager title to apply

**TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING POSTING NUMBER
009-24-0009 AND A COPY OF A CURRENT RESUME TO:**

CITY EMPLOYEES: Employee Self Service (ESS). www.nyc.gov/ess. Search for Job ID# 607994

ALL OTHER APPLICANTS: www.nyc.gov/careers/search. Search for Job ID# 607994

DATED: 9/27/2023

POST UNTIL: Until Filled

NYCERS POSTING NUMBER: 009-24-0009



Preferred Skills and Experience

- Minimum of two (2) years of experience leading and managing teams
- Minimum of two (2) years technical experience in coding/programming
- Proven work experience as a team leader and motivator
- Excellent interpersonal skills to interact effectively with internal and external contacts including negotiation, problem resolution, and customer service
- Outstanding written, presentation, and verbal communication skills. Credibly communicates complex topics to stakeholders at all levels
- Excellent analytical and problem solving skills to understand the essence of the business users' needs as well as dissect, assess, simplify and document very complex business processes and determine appropriate actions and solutions
- Ability to establish goals and set clear expectations, prioritize activities and follow through to completion
- Ability to define project scope and technical specifications, facilitate the collection of technical, operational or business requirements, set milestones to successful completion
- Detail-oriented and self-motivated in order to drive self and team to align and achieve stated goals.
- Excellent organizational skills allowing for the management of multiple projects/tasks of varying complexities, stages, and deadlines
- Ability to work independently, in team based environment, in a fast-paced environment and calmly under pressure
- Strong meeting/workshop facilitation skills
- Experience with software development life cycle and application release management required
- Expertise with Microsoft Word, Project, Excel, Visio & PowerPoint .
- Understanding in Human Factor as it relates to user friendly design of interfaces, maximize usability, and improvement of worker efficiency.

Minimum Qualification Requirements:

1. A master's degree in computer science from an accredited college or university and three (3) years of progressively more responsible, full-time, satisfactory experience in Information Technology (IT) including applications development, systems development, data communications and networking, database administration, data processing, or user services. At least eighteen (18) months of this experience must have been in an administrative, managerial or executive capacity in the areas of applications development, systems development, data communications and networking, database administration, data processing or in the supervision of staff performing these duties; or
2. A baccalaureate degree from an accredited college or university and four (4) years of progressively more responsible, full-time, satisfactory experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent, and six (6) years of progressively more responsible, full-time, satisfactory experience as described in "1" above; or
4. A satisfactory combination of education and experience equivalent to "1", "2" or "3" above. However, all candidates must have at least a four-year high school diploma or its educational equivalent and must possess at least three (3) years of experience as described in "1" above, including the eighteen (18) months of administrative, managerial, executive or supervisory experience as described in "1" above.

In the absence of a baccalaureate degree, undergraduate credits may be substituted for a maximum of two (2) years of the required experience in IT on the basis of 30 semester credits for six (6) months of the required experience. Graduate credits in computer science may be substituted for a maximum of one (1) year of the required experience in IT on the basis of 30 graduate semester credits in computer science for one (1) year of the required IT experience. However, undergraduate and/or graduate credits may not be substituted for the eighteen (18) months of experience in an administrative, managerial, executive, or supervisory capacity as described in "1" above.

Note:

This position is open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate on your resume or cover letter if you would like to be considered for the position under the 55-a Program.

Note:

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.