

**City of New York
Department of Information Technology & Telecommunications
Job Posting Notice**

Civil Service Title: Computer Associate (Software)	Level: 03
Title Code No: 13631	Salary: \$67,527/\$77,656 -\$90,000
Business Title: Business Intelligence Analyst	Work Location: Brooklyn, NY
Division/Work Unit: Application Development Management	Number of Positions: 1
Job ID: 184879	Hours/Shift: Day - Due to the necessary technical support duties of this position in a 24/7 operation, candidate may be required to work various shifts such as weekends and/or nights/evenings.

Job Description

DoITT provides for the sustained, efficient and effective delivery of IT services, infrastructure and telecommunications to enhance service delivery to New York City's residents, businesses, employees and visitors. As the City's technology leader, DoITT is responsible for maintaining the foundational IT infrastructure and systems that touch every aspect of City life from public safety to human services, from education to economic development crossing the full spectrum of governmental operations.

DoITT is seeking a full time Business Intelligence Analyst (BIA) with demonstrated experience to play an integral role in our enterprise analytics group. The individual will be responsible for all facets of business analysis, requirements gathering, use case development, and technical design for the NYC Open Data Portal, CPR applications and custom and COTS applications' predefined and ad hoc reporting needs.

The successful candidate will serve as a Business Intelligence Analyst reporting to the Application Development Management Division. This resource will document business, functional, and technical requirements for the NYC Open Data portal, related business intelligence projects, and the supporting DoITT infrastructure/systems.

Responsibilities will include:

- Facilitate requirements gathering and design sessions with Project Stakeholder Agencies to develop requirements documentation;
- Create business documents that communicate the ask and will be shared among teams including the client, developers and QA;
- Deliverables will include but are not limited to BRDs, use cases, report mock ups, screen/target designs;
- Manage and assist in the validation of technical requirements for integrating Agencies source data systems and the NYC Open Data portal;
- Document data migration requirements for all City entities;
- Identify back end storage systems and appropriate methods for access;
- Pinpoint datasets that will be released according to Local Law 11 and help prioritize datasets by established release milestones;
- Develop, implement and promote adherence to Analysis & Design methodology. Create and standardize library of BI requirements, model documents, templates, and other reusable knowledge assets related to analytics projects and application reporting;
- Identify data formats and best methods for conversion (where applicable);
- Analyze and document current data management processes, perform gap analysis to achieve process efficiency;
- Identify or monitor current and potential customers, using business intelligence tools;
- Manage timely flow of business intelligence information to users;
- Review technical design documentation to ensure the accurate development of reporting solutions;
- Act as the business analyst for all reporting and analytics needs for custom developed and COTS applications.

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 and one (1) year of satisfactory fulltime computer software experience in computer systems development and analysis, applications programming, database administration, systems programming or data communications;
- or-
- (2) A four year high school diploma or its educational equivalent and five (5) years of full-time satisfactory computer software experience as described in "1" above;
- 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 two years of the required experience 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) semester credits from an accredited college or graduate school in computer science or a related 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 two years of satisfactory full-time computer software experience as described in "1" above.

Some examples of unacceptable experience are: End users of a computer system, program or software package; experience in the areas of computer technical support, computer operations; data entry/data retrieval; pure quality assurance (QA) auditing and analysis; hardware installation; help desk; teaching; telecommunications; experience in productivity software products (e.g. word processing, spreadsheet, presentation, and database software, etc.); superficial use of preprogrammed software without complex programming, design and implementation.

Preferred Skills

The candidate must be comfortable working in a team environment and interacting with external stakeholders. In addition, must be able to take initiative and follow through on requested deliverables within the time and specifications requested.

The successful candidate should possess the following:

- BA or BS degree, preferable in computer science, engineering, accounting or business;

- Experience with BI related tools and data analytics background;
- In depth understanding of how to design and create BI applications, and reporting solutions;
- Strong analytical skills required, including a thorough understanding of how to interpret customer business needs and translate them into application and operational requirements;
- 2+ years experience as a BI Analyst with at least 4 years work experience desired;
- Solid understanding of relational database concepts with hands on experience in Oracle, SQL and PL/SQL with proven ability to write and execute complex SQL queries;
- Comfortable working with Database Query Tools (Oracle SQL Developer, TOAD, etc.);
- Expert level in Excel and Access and ability to manipulate disparate data sources;
- Solid understanding of Business Intelligence concepts and Data Warehousing methodologies, i.e. Star Schemas, Dimensional Models, and Data marts;
- Excellent verbal and written communication skills and the ability to interact professionally with a diverse group, including executives, managers, operations staff, and subject matter experts;
- Highly organized, detail oriented individual with strong work ethic; able to solve problems and work through conflicts;
- Successfully engage in multiple initiatives simultaneously; Organize and manage multiple tasks and priorities;
- Familiarity with BI tools and their functional capability and limitations (tools such as OBIEE, Informatica, SSIS, Socrata);
- Exposure to data modeling/ETL design;
- Experience creating/maintaining the data dictionary.

To Apply

Please note that taking and passing a civil service exam for the civil service title listed above will be necessary to maintain employment with the City of New York. Filing for the Computer Associate (Software) exam is tentatively scheduled for November 2015. Please check the Department of Citywide Administrative Services (DCAS) website (http://www.nyc.gov/html/dcas/html/work/exam_monthly.shtml) at that time for important filing information. For more information regarding the civil service process, please visit the DCAS website at: <http://www.nyc.gov/html/dcas/html/work/work.shtml>

For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID #184879
 For all other applicants, please go to www.nyc.gov/jobs/search and search for Job ID #184879

-or-

If you do not have access to a computer, please mail resume indicating Job ID # to:
 Department of Information Technology and Telecommunications (DoITT)
 Recruitment Office - 255 Greenwich Street - 9th Floor - New York, NY 10007

SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW
 APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL

Posting Date: February 26, 2015

Post Until: Filled

The Department of Information Technology & Telecommunications and the City of New York are equal opportunity employers.