

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

Civil Service Title: Computer Specialist (Software)	Level: 03
Title Code No: 06797	Salary: \$83,323/95,821 -\$105,000
Business Title: Business Intelligence Analyst	Work Location: Brooklyn, NY
Division/Work Unit: Project Services	Number of Positions: 1
Job ID: 241661	Hours/Shift: Day - Due to the necessary technical support duties of this position in a 24/7 operation, candidate may be required to be on call and/or work various shifts such as weekends and/or evenings.

Job Description

What the Agency Does:

The New York City Department of Information Technology and Telecommunications (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.

The Opportunity:

NYC Open Data makes the wealth of public data generated by various New York City agencies and other City organizations available for public use. As part of an initiative to improve the accessibility, transparency, and accountability of City government, this catalog offers access to a repository of government-produced, machine-readable data sets

What You Will Do:

The Business Intelligence Analyst 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. 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;
- Prepare senior level project and technical reports for executive management;
- Manage special technology projects and initiatives as assigned.

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 two (2) years of satisfactory full-time software experience in designing, programming, debugging, maintaining, implementing, and enhancing computer software applications, systems programming, systems analysis and design, data communication software, or database design and programming, 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 (6) years of full-time satisfactory 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) 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. 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 a four year high school diploma or its educational equivalent, plus at least one (1) year of satisfactory full-time software experience in a project leader capacity or as a major contributor on a complex project.

NOTE: In order to have your experience accepted as Project Leader or Major Contributor experience, you must explain in detail how your experience qualifies you as a project leader or as a major contributor. Experience in computer operations, technical support, quality assurance (QA), hardware installation, help desk, or as an end user will not be accepted for meeting the minimum qualification requirements.

Preferred Skills

We are looking for candidates who not only have the required experience and skills, but can demonstrate a high level of professionalism and customer service. The candidate should be comfortable working in a team environment and interacting with external stakeholders and have the ability to take initiative and follow through on requested deliverables within the time and specifications requested.

The ideal candidate should possess the following experience and skills:

- 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;
- 3+ 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;
- Public Sector experience;
- Experience with Big Data;
- Involvement with Open Data initiatives.

To Apply

Special Note: Taking and passing civil service exams are necessary to maintain employment with the City of New York. Please check the Department of Citywide Administrative Services (DCAS) website (http://www.nyc.gov/html/dcas/html/work/exam_monthly.shtml) for important exam filing information. Please ensure that you either are a permanent employee in the civil service title listed on this posting, or, that you file for the examination when there is an open filing period. 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 #241661
For all other applicants, please go to www.nyc.gov/jobs/search and search for Job ID #241661

-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: May 26, 2016

Post Until: Filled

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