

**City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice**

Civil Service Title: Computer Specialist (Operations)	Level: None
Title Code No: 13622	Salary: \$80,000-\$105,000 Frequency: ANNUAL
Business Title: IT Business Analyst	Work location: 75-20 Astoria Blvd., East Elmhurst, NY 11370
Division/Work Unit: Information Technology	Number of Positions: 1
Job ID: 204157	Hours/Shift: Day Tour

Job Description

The New York City Department of Correction is seeking a candidate to serve as a Business Analyst for the Information Technology Division. The ideal candidate is a highly-organized and detail oriented individual with the ability to work directly with business stakeholders, vendors and other business associates to ensure business requirements are accurate and clearly understood. Under general supervision and with latitude to exercise independent decision-making, the incumbent will be directly involved in IT driven projects, performing SDLC tasks including requirements documentation, test case generation, and test execution. The successful candidate will also be tasked with fully understanding key systems and processes, effectively becoming a Subject Matter Expert (SME) for said systems. Typical duties for this position will include but is not limited to:

- Conducting user and stakeholder interviews to analyze needs for new and enhanced functionality;
- Documenting feature requests made by business stakeholders;
- Working with IT resources to establish complete specifications for the desired feature;
- Creating business requirements documents, user stories and use cases to support application development requests;
- Analyzing and documenting current systems and processes as currently implemented;
- Collaborating with Project Managers to develop project plans;
- Managing communication to project teams, vendors, and key stakeholders;
- Assisting the Quality Assurance team in creating and executing test plans;
- Identifying project risks and working with the Project Manager on response strategies;
- Documenting product defects and helping to determine root causes;
- Writing release notes and user documentation to support product releases;
- Providing training to users as needed;
- Performing related duties as assigned.

Minimum Qualification Requirements

1. A baccalaureate degree from an accredited college and four years of satisfactory full-time computer operations experience, one year of which must have been in a project leader capacity or as a major contributor on a complex project; or
2. An associate degree from an accredited college and six years of satisfactory fulltime computer operations experience, one year of which must have been in a project leader capacity or as a major contributor on a complex project; or
3. A four-year high school diploma or its educational equivalent and eight years of satisfactory full-time computer operations experience, one year of which must have been in a project leader capacity or as a major contributor on a complex project; or
4. Education and/or 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 the four years of satisfactory full-time experience as described in "1", "2", or "3" above.

Preferred Skills

A minimum of 5 years of professional experience as a Business Analyst;
 Strong analytical and problem solving skills;
 Excellent written, verbal communication and presentation skills;
 Ability to work independently and function as a member of a project team;
 In-depth understanding of various software development lifecycle methodologies including working knowledge of Agile techniques;
 Experience with Quality Center and automated testing tools;
 Experience creating screen mockups using Balsamic or other industry tools;
 Strong knowledge of MS Office, Visio and MS Project;
 Prior experience in a law enforcement or criminal justice organization is a plus.

Residency Requirements

New York City residency is not required for this position.

To Apply

For City employees: Go to Employee Self-Service (ESS)-www.nyc.gov/ess and search for Job ID#:204157.

For all other applicants: Go to www.nyc.gov/careers and search for Job ID#: 204157

Submission of a resume is not a guarantee that you will receive an interview.

Only candidates under consideration will be contacted.

Post Date: 08/04/2015

Post Until Filled

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