

MAYOR'S OFFICE OF CONTRACT SERVICES

BUSINESS SYSTEMS ANALYST

The Mayor's Office of Contract Services (MOCS) is seeking a candidate with excellent technical and communication skills who will work on procurement and sourcing related technology projects. The candidate will interact directly with internal City stakeholders, the product vendor and integration consultants to implement the City's new Commercial Off-the-Shelf (COTS) enterprise procurement solution:

JOB NUMBER: 12923

JOB RESPONSIBILITIES: The Business Systems Analyst will join the City's implementation team and, working alongside the technology platform vendor, learn how to configure the selected COTS solution to meet the City's needs. The incumbent will work alongside the MOCS Program Management team by performing the following duties:

- Configure the off-the-shelf solution to meet the City's needs, including but not limited to: procurement methods, data objects, standard templates, workflow and approval hierarchies, and system administration;
- Work with Business Analysts to coordinate and validate requirements from multiple business/stakeholder communities and translate them into solution design and documentation;
- Develop a working knowledge of all configurable elements within the system including but not limited to standard and custom objects, fields and forms, related table reference fields, formulas and custom queries, workflows, reports, and role-based user hierarchies;
- Become familiar with City procurement workflows, support system development, and lead the maintenance of validation and workflow rules and custom workflow rules in the City's (COTS) enterprise procurement solution;
- Confirm that all business requirements have been configured per design specifications;
- Support system testing and user acceptance testing including contributing to test script development and assisting users during training sessions;
- Maintain all design and configuration documentation and support the Training Team with related updates to training materials;
- After full system implementation the Business Systems Analyst will perform the following ongoing duties:
- Conduct systems assessments in support of any regulatory changes, and ensure that all application and technical issues relating to the configuration requests/projects are appropriately addressed;

- Test new version system releases;
- Analyze system operations and make recommendations to management; and
- Work with internal business partners across the City to design creative solutions, improve business operations, and achieve respective goals

QUALIFICATIONS AND/OR SKILLS

- A Bachelor's degree in computer science or related technological field.
- Experience writing SQL queries, statements, stored procedures, views, SSIS and SSRS.
- Experience implementing technology solutions.
- Experience configuring and administering COTS Software as a Service (SaaS) solutions.
- Familiar with extract transform load (ETL).
- Excellent at written and verbal communications, with great organizational and interpersonal skills.
- Demonstrated ability to conduct research, develop design documentation, perform necessary follow-up actions, and create closure procedures for system related deliverables.
- Must be able to see tasks through to completion without significant guidance.
- Professional experience in the procurement domain is a plus.

SALARY: Commensurate with Experience

TO APPLY: Please submit a resume, cover letter and three (3) references to:

<https://a002-oom03.nyc.gov/IRM/EventRegistration/RegForm.aspx?eventGuid=4645fdd8-310d-4db6-884b-e64d4d17efd>

In the section, "Position: Position you are applying for," please insert the Job Number 12923 indicated on the job posting.

New York City Residency Is Required Within 90 Days Of Appointment
The City of New York and the Office of the Mayor are Equal Opportunity Employers