

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

<b>Civil Service Title:</b> Administrative Staff Analyst (Non-Managerial)	<b>Level:</b>
<b>Title Code No:</b> 1002D	<b>Salary:</b> \$54,740/\$59,032 - \$75,000
<b>Business Title:</b> Quality Oversight and Analyst	<b>Work Location:</b> New York, NY
<b>Division/Work Unit:</b> Office of General Counsel	<b>Number of Positions:</b> 1
<b>Job ID:</b> 189379	<b>Hours/Shift:</b> Day - Due to the necessary 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.
<b>Job Description</b> (New York City Residency required within 90 days of appointment)	
<p>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.</p> <p>The successful candidate will serve as a Quality Oversight Analyst in the Office of the General Counsel. Responsibilities will include performing quality oversight for large IT projects and DoITT business processes, assessing the adequacy of and adherence to processes and procedures, documenting assessments, drafting assessment reports, recommending remediation and improvement, monitoring implementation of remediation and improvement plans, and contributing to the development of best practices templates for DoITT-wide use. The analyst will work both independently, on teams with other unit members, and with other staff in the agency.</p>	
<b>Minimum Qualification Requirements</b>	
<p>1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above;</p> <p>or</p> <p>2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.</p>	
<p><b>NOTE THAT THE SUCCESSFUL APPLICANT <u>MUST</u> EITHER HOLD A PERMANENT OR PROBATIONARY ADMINISTRATIVE STAFF ANALYST (NON-MANAGERIAL) TITLE OR HAVE TAKEN THE RECENT CIVIL SERVICE EXAM FOR THIS TITLE. APPLICANTS MUST INDICATE THEIR COMPLIANCE WITH THIS REQUIREMENT IN THEIR COVER LETTERS OR RESUMES.</b></p>	
<b>Preferred Skills</b>	
<p>The successful candidate should possess the following skills and experience:</p> <ul style="list-style-type: none"> <li>• Experience in information technology project management, quality assurance, or auditing</li> <li>• Experience reviewing financial and project management documentation</li> <li>• Experience in a business operations environment</li> <li>• Close attention to detail</li> <li>• Strong analytical, organizational and writing skills</li> <li>• Proficiency in Microsoft Excel, Word, SharePoint, and Access</li> </ul>	
<b>To Apply</b>	
<p>For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities &gt; Careers, and search for Job ID #189379 For all other applicants, please go to <a href="http://www.nyc.gov/jobs/search">www.nyc.gov/jobs/search</a> and search for Job ID #189379</p> <p style="text-align: center;">-or-</p> <p style="text-align: center;">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</p>	
<p>SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL</p>	
<b>Posting Date:</b> October 8, 2015 Re-Issue	<b>Post Until:</b> Filled

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