

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

<b>Civil Service Title:</b> Computer Programmer Analyst	<b>Level:</b> 01
<b>Title Code No:</b> 13651	<b>Salary:</b> \$46,303/\$53,249 - \$55,000
<b>Business Title:</b> Technical Project Portfolio Analyst	<b>Work Location:</b> Brooklyn, NY
<b>Division/Work Unit:</b> Governance	<b>Number of Positions:</b> 1
<b>Job ID:</b> 242929	<b>Hours/Shift:</b> 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.
<b>Job Description</b>	
<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 Technical Project Portfolio Analyst reporting to the Governance division. Responsibilities will include: Assist Project Portfolio Management (PPM) team's improvement and development of portfolio processes; review project portfolio to ensure accuracy of data and compliance with PPM team standards; work with PPM and other teams within the agency to improve tracking of project data valuable for portfolio processes; work with the PPM and Agency Relations teams to improve how new projects come to the agency, including improvement of the DoITT Service Catalog; support PPM tasks related to project prioritization and staffing; provide support to the PPM team for all reporting needs related to portfolio processes; assist with special projects as needed.</p>	
<b>Minimum Qualification Requirements</b>	
<p>(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;</p> <p>or</p> <p>(2) A four year high school diploma or its educational equivalent plus (3) years of satisfactory fulltime computer programming experience;</p> <p>or</p> <p>(3) A satisfactory combination of education and experience that is equivalent to (1) or (2) above. College education may be substituted for up to one year of the experience required 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) credits from an accredited college or graduate school in computer science or a related computer 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 (1) year of satisfactory full-time computer programming experience.</p> <p>Some examples of unacceptable experience are: End users of a computer system, program or software package; experience in the areas of end user computer technical support, computer operations, data entry/data retrieval, quality assurance (QA); end user hardware installation; end user help desk; teaching, telecommunications, experience in Microsoft Office Suite/Back Office products.</p>	
<b>Preferred Skills</b>	
<p>The preferred candidate should possess the following: Experience with CA Clarity or other similar project management software tools; ability to work within a collaborative environment; demonstrated experience working with technical and non-technical staff; exceptional knowledge of Microsoft Office programs such as Excel, Access, Word, PowerPoint, Visio and Project; outstanding team-building, customer service and negotiation skills; strong written and verbal communication skills; excellent organization, presentation and facilitation skills; and the ability to manage multiple tasks under tight deadlines.</p>	
<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 #242929  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 #242929</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 style="text-align: center;"><b>SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW  APPOINTMENTS ARE SUBJECT TO OVERSIGHT</b></p>	
<b>Posting Date:</b> June 17, 2016	<b>Post Until:</b> Filled

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