



## Business Systems Analyst

**JOB NUMBER:** 12923

**ORGANIZATIONAL PROFILE:** 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 DESCRIPTION:** 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.

**PREFERRED SKILLS AND/OR QUALIFICATIONS:**

- Experience implementing technology solutions.
- Experience configuring and administering COTS Software as a Service (SaaS) solutions.
- Experience writing SQL queries, statements, stored procedures, views, SSIS and SSRS.
- 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.

**QUALIFICATION REQUIREMENTS:** The Business Systems Analyst is a 'Computer Associate (Software)' position. The qualification requirements for this position are:

- A baccalaureate degree from an accredited college including or supplemented by 24 semester credits in computer science or a related computer field and one year of satisfactory full-time computer software experience in computer systems development and analysis, applications programming, database administration, systems programming or data communications; or
- A four-year high school diploma or its educational equivalent and five years of satisfactory full-time computer software experience as described in "1" above; or
- Education and/or experience 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 60 semester credits from an accredited college is equated to one year of experience. In

addition, 24 semester credits from an accredited college or graduate school in computer science or a related 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 must have at least a four-year high school diploma or its educational equivalent and at least one year of satisfactory full-time experience as described in "1" above.

**SALARY:** Commensurate with experience.

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

[Candidate Application](#)

**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**