

**City of New York
OFFICE OF PAYROLL ADMINISTRATION
Job Vacancy Notice**

Civil Service Title: COMPUTER SPECIALIST (SOFTWARE)	Level: 02
Title Code No: 13632	Salary: \$71,982.00/\$82,779.00-\$92,738.00
Office Title: CCA Technical Supervisor	Work location 132 West 31st Street, 8th Floor New York, NY
Division/Work Unit: : CityTime/ CCA Unit	Number of Positions: 1
Hours/Shift: 35 Hours/Day	
Job Description	
<p>The Office of Payroll Administration seeks to hire a Computer Specialist (Software) Level II who, under the direction of the CityTime Central Administration Manager (CCA Manager) will supervise a CityTime Central Administration team. The CCA supervisor will oversee staff performing design, implementation, enhancement, and maintenance activities. Additionally, the supervisor will perform analysis activities of a high level of difficulty.</p> <p>The CCA Supervisor will:</p> <ul style="list-style-type: none"> • Manage the development and maintenance of the CCA website. • As the lead Java Script developer, will utilize java script for the purpose of maintaining the CCA website and presenting real-time or near-real-time CityTime statistics for consumption of the various business owners. • As the lead SQL Database developer, will write automated SQL that is efficient and does not place an extended burden on the system. • Manage and supervise the CCA security protocols including access control lists (ACLs), and other web based security protocols. • Windows server administration knowledge to allow timely debugging and resolution of CityTime CCA server related issues. • Generate automated reports for the purpose of distribution to various business owners. • Write, maintain, and update Remedy database to produce automated queries and reports. • Produce automated queries and reports using the Rational ClearQuest system to monitor ClearQuest IR and Remedy Ticket flow and status with respect to CityTime issues and their resolution. • Produce automated reports and SQL queries for the purpose of distributing CityTime status, pay, and leave monitoring reports to the various business owners. • Create automated task schedulers to generate reports during automated intervals during the day and/or evening. • Translate business requirements into automated reports for the purpose of distribution to the various business owners. 	
Qualification Requirements	
<p>1. A baccalaureate degree from an accredited college, including or supplemented by 24 semester credits in computer science or a related computer field and two years of satisfactory full-time computer software experience in computer systems development and analysis, applications programming, database administration, systems programming, data communications, including one year in a project leader capacity or as a major contributor on a complex project; or</p> <p>2. A four-year high school diploma or its educational equivalent and six years of satisfactory full-time computer software experience as described in "1" above, including one year in a project leader capacity or as a major contributor on a complex project; or</p> <p>3. 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. A master's degree in computer science or a related computer field may be substituted for one year of the required experience in "1" or "2" above. 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 in a project leader capacity or as a major contributor on a complex project.</p> <p>Special Note: To be eligible for placement in Assignment Level IV, in addition to the Qualification requirements stated above, individuals must have one year of satisfactory experience in a project leader capacity or as a major contributor on a complex project in data administration, database management systems, operating systems, data communications systems, capacity planning, and/or on-line applications programming.</p>	
Essential Skills	
<ul style="list-style-type: none"> • Thorough knowledge of Excel and Visual Basic • Expert knowledge regarding the Rational ClearQuest • Windows Task scheduling expert • Client oriented communications skills • Ability to work off hours • Ability to work under pressure 	
To Apply:	
<p>TO APPLY, PLEASE SUBMIT A COPY OF YOUR RESUME WITH JVN NUMBER IN THE SUBJECT LINE, TO OPARecruitment@payroll.nyc.gov OR (2) COPIES OF YOUR RESUME (with daytime number included) AND COPY OF THIS NOTICE TO:</p> <p style="text-align: center;">If sending by e-mail, please list JVN 131-2010-007289 in the "subject" line.</p> <p style="text-align: center;">Patricia Blunt Personnel Officer One Centre Street, Room 200N New York, New York 10007</p>	
Post Date: 11/10/2009	Post Until: Filled
JVN: 131-2010-007289	

The City of New York is an Equal Opportunity Employer.