

City of New York
DEPT OF CITYWIDE ADMIN SVCS
Job Vacancy Notice

Civil Service Title: NYCAPS Process Analyst	Level: 01
Title Code No: 06752	Salary: \$63,787.00 - \$91,720.00
Office Title: Training Specialist	Work location: Manhattan
Division/Work Unit: DCPS/NYCAPS Central	Number of Positions: 2

Hours/Shift: Day

Job Description

The Department of Citywide Administrative Services (DCAS) seeks to hire 2 NYCAPS Process Analysts Level 1 to serve as Training Specialists in the Division of Citywide Personnel Services' (DCPS), NYCAPS Central Office. The New York City Automated Personnel System (NYCAPS), is a centralized, state-of-the-art, web-based PeopleSoft Human Resources Management System (HRMS) for City agencies which contains Human Resources and Benefits data for employees.

The Training Specialists will assist in the development and maintenance of a training program for all NYCAPS users. The Training Specialists will work with the project members and NYCAPS Central team to identify training needs associated with system implementation, new releases and procedural changes. The Training Specialists will be responsible for working with City agencies to prepare them for new functionality system implementation and assist in the preparation and delivery of training documents. The positions involve working closely with agency subject matter experts to understand and implement changes to current operating procedures, analyzing existing agency personnel operations and organizational structures, as well as design and development in PeopleSoft using the user productivity tool kit.

Qualification Requirements

1. A baccalaureate degree and two years of experience in project management, business administration, public administration, personnel administration, organizational management, or information technology project management related to IT service delivery, systems development, process reengineering or systems planning and integration. A master's degree may substitute for one year of this experience; or
2. A satisfactory combination of education and experience totaling six years. Experience using PeopleSoft HRIS to perform complex transactions including corrections, data reconciliation, data and transactions analysis or report creation may be substituted for the baccalaureate degree on the basis of one year of work experience for 30 semester credits. All candidates without a baccalaureate degree must have at least two years of the experience described in 1 above.

New York City residency required within 90 days of appointment.

Essential Skills

The qualified candidates should possess good analytic, problem solving, and communications skills (verbal and written), good with computers, and able to quickly develop a working knowledge of the Unit's operations. The ability to multi task is critical. Must work well with team and independently, meet deadlines, analyze problems, and develop effective solutions. The candidate should also have extensive experience in designing and developing on-line user procedure and help tools. Previous PeopleSoft analytical experience is preferred.

To Apply:

TO APPLY, PLEASE EMAIL YOUR COVER LETTER & RESUME TO: hrjobs@dcas.nyc.gov

The JVN# MUST be the only text in the subject line of email; e.g. JVN#10/006215. Please also indicate the JVN# in the upper right hand corner of your cover letter and resume. **Your cover letter and resume MUST be attached as one MS Word document, specifically with the .doc extension.**

Please send your cover letter and resume only once; you will receive confirmation of receipt.

If you do not have access to email, mail your Cover Letter & Resume to:

Recruitment Coordinator
DCAS/Human Resources Office
1 Centre Street, 17th Floor North
New York, N.Y. 10007

(Indicate JVN# in upper right hand corner of cover letter & resume)

PLEASE SUBMIT YOUR COVER LETTER & RESUME ONLY ONCE USING ONE OF THE ABOVE METHODS. NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

Post Date: 09/04/2009	Post Until: 11/04/2009	JVN: 868-2010-006215
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The City of New York is an Equal Opportunity Employer.