NYCAPS PROCESS ANALYST

General Statement of Duties and Responsibilities

This class of positions encompasses planning, managing, organizing, coordinating and directing the design, development and delivery of technology solutions addressing the business needs of NYCAPS ("NYC Automated Personnel System") functional owners. Performs duties associated with the overall system analysis, development and implementation of an off-the-shelf human resource management system. Supervises assigned staff. There are two Assignment Levels within this class of positions. All personnel perform related work. The following are typical assignments within this class of positions.

Assignment Level I

Under general supervision, with latitude for independent judgment and decision making, is responsible for application analysis for a moderate sized, complex portion of the NYCAPS project. Performs tasks such as those described below.

Assignment Level II

Under general managerial direction, with very wide latitude for independent judgment and decision making, is responsible for managing the application planning and implementation of a major and/or highly complex portion of the NYCAPS project. Performs tasks such as those described below.

Examples of Typical Tasks

Works with functional owners to: define strategy and requirements for customizing off-the-shelf software; articulate and define project needs, options and consequences; document user requirements and ensure that these requirements are incorporated into NYCAPS application; and develop scope of project, programmatic requirements, project plans and schedules necessary for the customization, testing and rollout of the NYCAPS application.

NYCAPS PROCESS ANALYST (continued)

Examples of Typical Tasks (continued)

Works with agency personnel, vendors and consultants to define application requirements to foster the design, development, testing and implementation of NYCAPS application solutions, including developing scenarios for user testing, reviewing table value requirements, and identifying conversion issues and strategies.

Reviews design documents and specifications to ensure that application requirements are accurate and complete. Coordinates activities associated with project completion, including reviewing specifications, agreements, schedules, and reports prepared by consultants, vendors and agencies to assure conformance with project completion dates and quality standards.

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.