

**NEW YORK CITY HEALTH AND HOSPITALS CORPORATION**  
**HUMAN RESOURCES**  
**POSITION DESCRIPTION**

<i>Position Title</i>	<i>Title Code(s)</i>	<i>Effective</i>	<i>Reissued</i>	<i>Revision</i>
Systems Project Leader (EDP)	961810	12/8/06		

**Purpose of Position:**

Under direction of the Director, Systems and Programming, is responsible for assigned projects. Performs and directs analysis of existing and proposed systems and procedures, their costs and operational objectives as they are related to E.D.P. Determines benefits to be derived by computerization of existing systems or the development of new systems. Plans and supervises the design of major systems or subsystems.

**Examples of Typical Tasks:**

1. Leads and performs feasibility studies and analyses of requests for new systems development or for changes or extensions to existing systems and applications.
2. Plans the fulfillment of approved systems design and development projects by scheduling each step of a project through completion and determining budgets of manpower, time and costs, and to secure management approval of project schedules and budget.
3. Request and assembles teams of systems analysts and other technical and professional personnel within the Information Systems Department to ensure the successful fulfillment of projects.
4. Leads and directs the activities of project teams in the execution of surveys, analysis, systems design, development and documentation.
5. Instructs project team members in the objective of specific systems and applications under development, and in the functions and operations of those user hospitals or departments, for which specific systems are being developed.
6. Maintains strong liaison with management and other key personnel in hospitals or user departments of the Corporation, and with appropriate consultants and contractors engaged by the Corporation, with respect to systems design and development projects directly responsible for.

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Examples of Typical Tasks: (continued)

7. Frequently monitors the progress of projects in which responsible for, measures the contribution of supporting individual team members, reports progress according to project control methods established by the department, and takes action to correct slippages in scheduled completion of project tasks and overruns of project budgets.
8. Maintains a high level of technical and professional competence, particularly with regard to the latest E.D.P. technology and applications of computers and related devices in the field of health care with emphasis on the individual's functional specialty, e.g. finance, inventory or personnel.

Qualification Requirements:

1. A Baccalaureate degree in mathematics, business administration, accounting or similar field, plus five (5) years of full-time paid experience in data processing, three (3) years of which shall have been in the capacity of a systems analyst and one (1) of which shall have been in a lead or supervisory capacity; and
2. Broad knowledge of computer and communications hardware capabilities, programming languages, E.D.P. applications, systems analysis methodology, data management and information retrieval technique; or
3. An equivalent combination of education and experience.

Direct Line of Promotion:

None. This is in the non-competitive class of positions.