

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	IT Research Analyst
Salary:	\$ 40,000 - \$ 50,000
Bureau/Division:	Bureau of Contract Administration
Period:	March 31, 2015 - Until Filled

JOB DESCRIPTION

The Comptroller's Bureau of Contract Administration (BCA), in accordance with the NYC Charter, is responsible for reviewing all contract actions including, but not limited to, contracts, contract amendments, leases and concessions entered into between City agencies and vendors to determine whether the particular actions should be registered. The Information Technology (IT) Research and Contracts Division undertakes full reviews of complex IT contracts and provides a secondary level of review of IT contracts flagged as requiring additional examination within BCA. Analysts within the Division conduct research, generate reports and effectively execute Bureau initiatives as well as participate in cross-bureau projects, as requested by the Executive Director and Deputy Comptroller. BCA seeks a Research Analyst for its IT Research and Contracts Division.

Under the direction of the Director of IT Research and Contracts, responsibilities of this position include, but are not limited to:

- Reviewing, interpreting, analyzing contract data using different tools, statistical techniques and data management systems to provide accurate and reliable reports to Senior Management;
- Generating quantitative and qualitative reports, analysis and presentations for internal and external use;
- Maintaining accurate and specific status reports of City agency IT projects;
- Develop new or enhance existing BCA IT systems to provide greater transparency in the tracking and reporting of relevant data;
- Applying statistical and data mining techniques to conduct efficiency analysis, trend analysis, and predictive analytics using acquired data;
- Working with the City's Financial Information Services Agency (FISA) and the Comptroller's Bureau of Information Systems & Technology (BIST) to ensure the automation and functionality of the BCA's contract tracking systems including, management and maintaining tracking control reports in OASIS, and the City's Financial Management Systems (FMS2 and FMS3);
- Responsible for preparing various statistical reports on operational performance on monthly, quarterly and annual basis;
- Draft letters, reports and memoranda related to the above duties mentioned above and perform other related assignments as requested.

MINIMUM QUALIFICATION REQUIREMENTS

BA/BS degree from an accredited college in information technology, computer science, business, public administration or a closely related area, preferably including or supplemented by a minimum of 24 credits in computer science or a closely related field.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Prior research experience/exposure related to IT procurement systems and/or handling complex IT contract reviews is preferred;
 - Comfort working with a variety of data sources and technologies (familiarity with NYC Systems including FMS, Crystal Reporting, VENDEX, and OASIS preferred);
 - IT Project management experience;
 - Working knowledge of City policies, procedures and agencies, including contract administration, negotiation and purchasing requirements;
 - Ability to work effectively in a fast-paced environment while managing multiple priorities and looking ahead to manage deliverables;
 - Excellent interpersonal, communication, and organizational skills (including Microsoft Office Suite proficiency).
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TO APPLY, GO TO: Employment Opportunities at www.comptroller.nyc.gov

Certain residency requirements may apply. We appreciate every applicant's interest; however, only those under consideration will be contacted.

Note: Vacancy notices listed as "Until Filled" will be posted for at least five work days.

POSTING DATE: March 31, 2015	POST UNTIL: Until Filled	JVN: 015/015/058
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The NYC Comptroller's Office is an Equal Opportunity Employer