



THIS IS A COMPETITIVE CLASS POSITION. THE INDIVIDUAL SELECTED TO FILL THIS VACANCY WILL BE GIVEN A PROVISIONAL APPOINTMENT AND WILL BE REQUIRED TO PARTICIPATE IN THE NEXT CIVIL SERVICE EXAMINATION FOR THIS TITLE.

CURRENT VACANCY

POSTING DATES: February 19, 2019

THROUGH: March 20, 2019

JOB TITLE: Application Services Analyst I (Workday Administrator)

SALARY RANGE: \$62,698 to \$82,670 / Annually

DEPARTMENT/BUREAU: Administration / Human Resource Management

TYPICAL WORK ACTIVITIES:

Troubleshoots assigned application systems;
Resolves user problems within assigned application systems area of responsibility;
Develops system and program enhancement designs;
Programs/configures new, or enhancements to existing, automation solutions;
Performs system/unit testing, and associated validations of business applications;
Develops documentation for systems, programs, test plans, user training and documentation, and validation protocols;
Defines applications systems, procedures and practices;
Records and reviews actions taken in Help Desk system per Help Desk procedures;
Assists in business process definition and performs analysis to identify improvement opportunities;
Manages projects according to Project Management methodology (PMI);
Implements vendor supplied upgrades and patches.

MINIMUM QUALIFICATIONS:

- A. Bachelor's degree in Computer Science or closely related field **AND** two (2) years' experience in software development and maintenance.
- OR**
- B. Bachelor's degree **AND** three (3) years' experience in software development and maintenance.
- OR**
- C. Associates degree **AND** five (5) years' experience in software development and maintenance

*** PREFERENCE WILL BE GIVEN TO CANDIDATES WITH PRIOR WORK EXPERIENCE WITH WORKDAY OR SIMILAR HUMAN CAPITAL MANAGEMENT SOFTWARE PACKAGES.**

DEADLINE FOR APPLICATION IS AT 5:00 PM ON Wednesday, March 20, 2019. APPLICATION WILL BE ACCEPTED THROUGH THAT DATE IN ROOM 103A, CITY HALL. PLEASE **BE CERTAIN THAT YOUR APPLICATION IS COMPLETE** AND DESCRIBES ALL RELEVANT EXPERIENCE. APPLICATIONS WILL BE REVIEWED BASED UPON THE INFORMATION SUPPLIED. Resumes may accompany but will not be accepted in place of a City of Rochester employment application. Applications may be obtained at City Hall, on the City's website: www.cityofrochester.gov, or by sending a self-addressed, stamped envelope to Human Resource Management, City Hall, 30 Church Street, Room 103A, Rochester, NY 14614. **CHOSEN CANDIDATE WILL BE REQUIRED TO ESTABLISH AND MAINTAIN CITY RESIDENCY WITHIN ONE (1) YEAR OF HIRE.**

Application must be received or post marked by the final filing date, otherwise this application will be rejected.

Thomas Miller, Principal Staff Assistant