

EMPLOYMENT ANNOUNCEMENT

TITLE: BUSINESS SYSTEMS ANALYST (BSA) 1 OR BSA TRAINEE
STATUS: PERMANENT
BUREAU: INFORMATION TECHNOLOGY
LOCATION: LATHAM
SALARY: PEF - SALARY, SEE BELOW

MINIMUM QUALIFICATIONS:**Current NYS Employees:**

Eligible under the 55 b/c program, or eligible to transfer to this title under Section 52.6 and/or 70.1 of the Civil Service Law. Candidates reachable on the Professional Careers Opportunities (PCO) eligible list or OAG Department's Public Administration Trainee Transition (PATT) list also eligible. Appointments from the PCO or PATT must serve a two-year traineeship that leads to the SG-18.

NY HELPS:

This title is part of the New York Hiring for Emergency Limited Placement Statewide Program (NY HELPS). For the duration of the NY HELPS Program, this title may be filled via a non-competitive appointment, which means no examination is required but all candidates must meet the minimum qualifications of the title for which they apply. At a future date (within one year of permanent appointment), it is expected employees hired under NY HELPS will have their non-competitive employment status converted to competitive status, without having to compete in an examination. Employees will then be afforded with all of the same rights and privileges of competitive class employees of New York State. While serving permanently in a NY HELPS title, employees may take part in any promotion examination for which they are qualified.

Non-Competitive Minimum Qualifications:

Business Systems Analyst 1 (Salary Grade 18, current starting salary \$66,951, job rate \$85,138):

A bachelor's degree and two years of business analysis experience in a largescale automated system such as a customized Oracle People Soft application, performing the following: eliciting requirements as the foundation for the solution to the organization's business needs; identifying solutions aimed at improving the efficiency and effectiveness of the system, business process, or product/service to fulfill the business requirements; describing in a written document what the system, process, or product service must do in order to satisfy the established business requirements; validating requirements throughout the product/system development life cycle (SDLC); and developing test plans/scenarios and logical designs, testing the scenarios, reviewing test results, identifying constraints and risks, and/or communicating with stakeholders.

- Business Systems Analyst Trainee 2 (NS Equated Salary Grade 16, starting salary \$59,994, job rate \$76,359): A bachelor's degree and one year of professional business analysis experience, which includes: eliciting requirements as the foundation for the solution to the organization's business needs; identifying solutions aimed at improving the efficiency and effectiveness of the system, business process, or product/service to fulfill the business requirements; describing in a written document what the system, process, or product service must do in order to satisfy the established business requirements; validating requirements throughout the product/system development life cycle (SDLC); and developing test plans/scenarios and logical designs, testing the scenarios, reviewing test results, identifying constraints and risks, and/or communicating with stakeholders.

- Business Systems Analyst Trainee 1 (NS Equated Salary Grade 14 starting salary \$53,764, job rate \$68,630): A bachelor's or higher degree.

Minimum Qualifications Substitution:

A Juris Doctor, master's or higher degree in a related field can substitute for one year of specialized experience.

PREFERRED QUALIFICATIONS:

- High level of attention to detail, ability to multitask.

- Strong leadership skills.
- Strong interpersonal skills.
- Strong written and verbal skills.
- Strong Facilitation skills.
- Self-motivated, organized, and independent.
- Ability to set priorities.

JOB SUMMARY:

The Business Systems Analyst (BSA) 1 will work within the Information Technology Bureau's Performance and Portfolio Management Office, working closely with project managers and key stakeholders to define and develop requirements for new or existing information technology (IT) systems and business processes. The BSA 1 will also analyze, communicate, test, and validate requirements for changes to business systems. The specific duties include:

DUTIES:

- Assist in gathering business requirements through interviews, workshops, surveys, and other techniques.
- Help identify potential solutions to improve business processes, systems, or services.
- Support creating and maintaining documentation such as business cases, use cases, and requirement documents.
- Participate in reviewing and validating requirements throughout the system development life cycle (SDLC).
- Assist in creating project timelines and test scenarios; help analyze test results.
- Communicate requirements to IT teams, program staff, and stakeholders.
- Perform other duties as assigned.

HOURS OF WORK:

The agency's hours of operation are Monday through Friday, between 8:30 a.m. and 5:00 p.m. (37.5 hours/week). Scheduling determinations are dependent upon the needs of each bureau and will be communicated during interviews.

HOW TO APPLY

In your submission, you must provide sufficient information to determine from your resume and/or cover letter that you meet the minimum qualifications stated above. If a certificate or degree is required to demonstrate that you meet the minimum qualifications, you must provide proof that you hold the required certificate or degree. To apply, please send your resume, cover letter, and a copy of your degree/transcript (if applicable) to HR.Recruitment@ag.ny.gov. Be sure to include Vacancy # 187104 and Title of the position in the subject heading of your email.

Candidates from diverse backgrounds are encouraged to apply.

The OAG is an equal opportunity employer and is committed to workplace diversity.

Posted May 2, 2025