EMPLOYMENT ANNOUNCEMENT

TITLE: INFORMATION TECHNOLOGY SPECIALIST 3
STATUS: CONTINGENT-PERMANENT
BUREAU: INFORMATION TECHNOLOGY
LOCATION: LATHAM
SALARY: PEF SG23 ($84,156 – $106,454)

MINIMUM QUALIFICATIONS:

Current NYS Employees:

One year of permanent competitive service as an ITS 3, SG-23 or in a position at the SG-23 level or above deemed administrative under Section 52.6 of the Civil Service Law or in a title designated appropriate for Section 70.1 transfer of the Civil Service Law. The transfer cannot be a second consecutive transfer resulting in advancement of more than two salary grades.

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:

Five years of professional experience in the following computer related areas: network, server, storage, and systems management; telecommunications, IT customer support and training; computer installation, diagnosis, and repair; technical writing; computer security; knowledge management; database administration, design, and management; internet/intranet development, design, and maintenance; information technology project management; design and development of geographic information systems or computer aided drafting applications; computer programming; business/systems analysis; program design; or program testing.

OR

A bachelor's degree in any field including or supplemented by 15 semester credit hours in computer science and two years of experience; or a bachelor's or higher-level degree in any field and three years of experience; or an associate degree with 15 semester credit hours in a computer science field and four years of experience.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in computer science or a related field.
- 2+ years of experience as a Power Platform Application Developer or other low code platforms.
- 3+ years of experience in web development technologies such as HTML, CSS, JavaScript, and jQuery.
- 3+ years of experience in SharePoint, site customization, and managing metadata.
- 2+ years of experience with Power Apps and Power Automate or a similar platform.
- 2+ years of experience integrating and consuming REST APIs including using Microsoft Graph API to manipulate SharePoint data and connect with external Microsoft 365 services such as Outlook, Teams and Entra/Azure AD.
- Familiarity with agile development methodologies.
- Familiarity with DAX, Power Query, Common Data Service (CDS).

JOB SUMMARY:
This position will serve as a software developer using SharePoint and Low Code/No Code development. The incumbent will be responsible for designing, developing, and implementing small to medium Power Platform solutions to meet the organization's needs. The incumbent will collaborate with cross-functional teams to identify key requirements to ensure the successful delivery of applications. In addition to development tasks, the incumbent will be responsible for the design, creation, and management of SharePoint objects ensuring consistent form and function across individual solutions.

DUTIES:
- Develop, customize, maintain Power Platform applications or other Low-code applications based on business requirements.
- Create and manage custom SharePoint sites, lists, libraries, web parts, and automations.
- Develop and manage Power Automate workflows to handle business logic as well as batch processes to be handled independent of user input.
- Collaborate with stakeholders to gather and analyze business requirements.
- Perform thorough unit and system testing of Power Platform solutions.
- Collaborate with O365 support team to identify and resolve SharePoint application related issues.
- Assist with migration of data, documents and workflows from legacy systems into SharePoint.
- 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 # 191627 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 July 3, 2025