

EMPLOYMENT ANNOUNCEMENT

TITLE: INFORMATION TECHNOLOGY SPECIALIST (ITS) 3/ITS 3 DB
STATUS: CONTINGENT-PERMANENT
BUREAU: INFORMATION TECHNOLOGY
LOCATION: LATHAM
SALARY: PEF SG23 (\$86,681 - \$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 maybe 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 this time, agencies may recruit and hire employees by making temporary appointments. In May 2024, if a temporary NY HELPS employee is satisfactorily performing in the position, the appointment will be changed from temporary pending Civil Service Commission Action to permanent non-competitive and the official probationary period will begin. 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:**For appointment to Information Technology Specialist 3:**

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.

For appointment to Information Technology Specialist 3 Database:

Five years of experience in database programming or administration. the database programming or administration experience must have involved direction or performance of activities related to managing and maintaining enterprise database environments as well as the data contained in the databases. The experience must have included responsibility for designing, implementing, and maintaining database systems.

OR

A bachelor's in any field including or supplemented by 15 semester credit hours in programming languages and two years of experience in database programming or administration; or a bachelor's or higher-level degree in any field

and three years of experience in database programming or administration; or an associate degree with 15 semester credit hours in programming languages and four years of experience in database programming or administration.

PREFERRED QUALIFICATIONS:

- Experience with Oracle SQL and PL/SQL; 10g or newer
- Experience writing complex SQL queries
- Experience with Oracle Forms; 11g or newer
- Experience with Oracle Reports
- Experience with Access databases
- Experience supporting end-users
- Experience troubleshooting complex problems that require coordination with other IT units

JOB SUMMARY:

This position will work within the Application Development Group of the Business Solutions section. The incumbent will maintain and support several Oracle Forms and Reports applications, Access databases, and other Enterprise applications. The incumbent may participate in migrating existing Oracle Forms and Reports to a modern environment and in other development projects to migrate and re-engineer older applications to a new modern technology stack.

DUTIES:

- Maintain and support four Oracle Forms and Reports applications used by the agency.
- Assist end-users in support of these Oracle Forms applications.
- Maintain and support database business logic in Oracle PL/SQL for a public-facing E-payments application.
- Assist in the conversion of Oracle Reports to Modern BIP reports.
- Write Oracle SQL queries to meet user reporting requirements.
- Develop new or modify existing; Oracle PL/SQL programs.
- Assist in supporting Oracle Fusion Middleware servers with respect to the Oracle Forms applications.
- Assist with application and server upgrades.
- Assist with supporting Access databases and VBA Code.
- Assist in supporting a custom Java application.
- Assist in the development of new applications or the migration of existing apps to a new Microsoft-centric technology stack.
- Work with team members to coordinate development and support activities.
- Create documentation and Visio diagrams as needed.
- 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.

*possible overtime could be required.

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 # 197471 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 September 10, 2025