

## EMPLOYMENT ANNOUNCEMENT

**TITLE: INFORMATION TECHNOLOGY ARCHITECT 1****FUNTIONAL TITLE: LEAD ENTERPRISE REPORTING AND ANALYTICS****STATUS: PERMANENT****BUREAU: INFORMATION TECHNOLOGY****LOCATION: LATHAM****SALARY GRADE (SG): SG25 (\$96,336-\$121,413)**

We are seeking talented and motivated support staff to work with our attorneys in the State's law firm. The selected candidate will be part of a fast-paced office, gaining experience while providing public service on behalf of the State of New York. The [Attorney General](#) serves the public interest of all New Yorkers in matters affecting their daily lives, enforcing laws to protect consumers, tenants, patients, workers, investors, and charitable donors. The office coordinates statewide civil and criminal investigations, promoting economic and social justice, encouraging harm-reducing public health strategies, and preserving the state's environment.

Careers with the State offer multiple benefits, including **paid vacation leave (13+ days per year)**, sick leave, **paid State holidays off**, **health insurance** including vision & dental, entry into the **NYS retirement** (pension) system, education and training, eligibility for public student loan forgiveness, and **job stability with promotional opportunities**. Workplace flexibilities include multiple options for employees, including **telecommuting** (up to two days per week) and alternative work schedules.

#### NON-COMPETITIVE QUALIFICATIONS

A bachelor's degree in information systems, data analytics, business intelligence, or a related field and at least four (4) years of experience in business intelligence, enterprise reporting, or data analytics, with demonstrated leadership in dashboard development, user enablement, or enterprise-scale reporting.

#### Substitutions:

Four years of specialized experience or an associate's degree and two years of specialized experience may substitute for the bachelor's degree.

Juris doctorate or master's degree may substitute for one year of specialized experience.

A Ph.D. may substitute for two years of specialized experience.

#### PREFERRED QUALIFICATIONS

- Familiarity with enterprise data cataloging and governance platforms.
- Experience in public-sector or legal environments with regulatory or compliance-based reporting requirements.
- Knowledge of metadata management, data dictionaries, and semantic layer modeling.
- Experience leading user training programs or analytics communities of practice.

#### DUTIES

Under the direction of the Assistant Director of Data and Business Intelligence (MITS 2), SG-29 the Information Technology Architect, SG-25, will serve as the Lead for Enterprise Reporting and Self-Service Analytics. This position will develop, govern, and deliver modern business intelligence (BI) and analytics capabilities. This position will play a critical role in modernizing and securing data access, standardizing enterprise reporting practices, and enabling data-driven decision-making across legal, operational, and investigative units.

#### Duties:

- Design, develop, and lead the implementation of a centralized enterprise reporting and analytics strategy aligned with OAG's mission, priorities, and data governance frameworks.
- Assist in the development and enforcement of reporting standards, data visualization best practices, and governance policies to ensure consistency, quality, and accuracy across reports and dashboards.
- Collaborate with OAG stakeholders to consolidate redundant reporting efforts and create validated, trusted sources of truth.

- Identify opportunities to streamline reporting workflows, reduce manual reporting burdens, and transition toward scalable, automated reporting.
- Develop and lead the rollout and administration of self-service analytics tools, empowering staff to access and explore data within appropriate guardrails.
- Partner with IT to implement user roles, permissions, data lineage, and usage monitoring.
- Develop and maintain a library of reusable analytics assets and templates for common metrics and KPIs.
- Assist in providing training, written documentation, and hands-on support to users to promote data literacy and effective product use.
- Serve as the functional owner of enterprise BI platforms (e.g., Power BI, Tableau, Microsoft Fabric, or equivalent), ensuring scalability, performance, and secure integration with core systems.
- Oversee the development and maintenance of dashboards, operational reports, executive summaries, and data visualizations.
- Ensure data pipelines, datasets, and semantic models meet reporting needs.
- Work closely with stakeholders to understand reporting needs and deliver tailored data solutions.
- Coordinate with the AI and data science staff to integrate advanced analytics outputs into reports and dashboards.
- Participate in enterprise governance and AI committees or working groups and contribute to the development of metadata, data dictionaries, and reporting catalogs.
- Define and track KPIs for reporting efficiency, data adoption, and user satisfaction.
- Monitor system usage and user feedback to inform product improvements, new training needs, or expanded capabilities.
- Lead ongoing efforts to evaluate and adopt new BI features, technologies, or data visualization approaches to enhance user experience and insight delivery.
- Perform the full range of supervisory duties.
- Other duties as assigned.

#### **HOURS**

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 depend on the needs of each Bureau and will be communicated during interviews.

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#### **ADDITIONAL COMMENTS**

For new State employees appointed to graded positions, the annual salary is the hiring rate (beginning of the Salary Range) of the position. Promotion salaries are calculated by the NYS Office of the State Comptroller (OSC) in accordance with NYS Civil Service Law, OSC Payroll rules and regulations, and negotiated union contracts.

The Office of the NYS Attorney General (OAG) cannot provide sponsorship for work authorization. Candidates need to be authorized to work in the United States to be employed by this agency. It is incumbent upon employees to maintain work authorization for the duration of their employment with the OAG. This agency does not participate in E-Verify for work authorization purposes.

#### **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](mailto:HR.Recruitment@ag.ny.gov). Be sure to include the Vacancy # 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.*