

EMPLOYMENT ANNOUNCEMENT



TITLE: BUSINESS SYSTEMS ANALYST 1 OR TRAINEE
STATUS: CONTINGENT-PERMANENT
BUREAU: INFORMATION TECHNOLOGY
LOCATION: LATHAM
SALARY GRADE (SG): SEE BLEOW

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.

MINIMUM QUALIFICATIONS

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 QUALIFICATIONS:

- **Business Systems Analyst 1** (PEF SG-18, current starting salary \$66,951, job rate \$85,138):
Six years of business analysis experience including: using business analysis techniques to elicit requirements as the foundation for the solution to the organizations business needs; using business analysis techniques for the purpose of identifying solutions aimed at improving the efficiency and effectiveness of the system, business process, or; describing in a comprehensive written document what the system, process, or product service must do in order to satisfy the established business requirement; this includes creating, updating, and maintaining documentation through the system development life cycle; validating requirements throughout the product or system development life cycle (SDLC) including all changes to the processes that would enable an organization to achieve its goals; or verifying requirements throughout the product/SDLC to ensure they perform to the required specifications and are capable of achieving the design capabilities; this includes developing test plans and logical designs, testing the scenarios, reviewing test results, identifying constraints and risks, or communicating with stakeholders.
- **Business Systems Analyst Trainee 2** (NS Equated Salary Grade 16, starting salary \$59,994, job rate \$76,359):
Five years of business analysis experience including: using business analysis techniques to elicit requirements as the foundation for the solution to the organizations business needs; using business

analysis techniques for the purpose of identifying solutions aimed at improving the efficiency and effectiveness of the system, business process, or; describing in a comprehensive written document what the system, process, or product service must do in order to satisfy the established business requirement; this includes creating, updating, and maintaining documentation through the system development life cycle; validating requirements throughout the product or system development life cycle (SDLC) including all changes to the processes that would enable an organization to achieve its goals; or verifying requirements throughout the product/SDLC to ensure they perform to the required specifications and are capable of achieving the design capabilities; this includes developing test plans and logical designs, testing the scenarios, reviewing test results, identifying constraints and risks, or communicating with stakeholders.

- **Business Systems Analyst Trainee 1** (NS Equated Salary Grade 14 starting salary \$53,764, job rate \$68,630):

Four years of business analysis experience including: using business analysis techniques to elicit requirements as the foundation for the solution to the organizations business needs; using business analysis techniques for the purpose of identifying solutions aimed at improving the efficiency and effectiveness of the system, business process, or; describing in a comprehensive written document what the system, process, or product service must do in order to satisfy the established business requirement; this includes creating, updating, and maintaining documentation through the system development life cycle; validating requirements throughout the product or system development life cycle (SDLC) including all changes to the processes that would enable an organization to achieve its goals; or verifying requirements throughout the product/SDLC to ensure they perform to the required specifications and are capable of achieving the design capabilities; this includes developing test plans and logical designs, testing the scenarios, reviewing test results, identifying constraints and risks, or communicating with stakeholders.

Minimum Qualifications Substitution:

An associate degree may substitute for two years of experience; a bachelor's degree may substitute for four years of experience; a master's degree may substitute for five years of experience; and a doctorate may substitute for six years of experience.

OTHER WAYS TO QUALIFY:

Eligible for a lateral transfer or eligible for transfer under 52.6 OR 70.1 of the Civil Service Law by having one year of permanent competitive service in an appropriate title. To determine if your current Civil Service title is eligible for transfer to this title, visit the [Career Mobility GOT-IT website](#).

OR

55 B/C: This position is eligible for 55b/c appointment, and candidates with 55b/c eligibility are encouraged to apply. To be eligible for a 55b/c appointment, the candidate must be enrolled in the Civil Service 55b/c program and meet the minimum qualifications listed above.

DUTIES

Under the direction of a Business Systems Analyst 3, the Business Systems Analyst 1, will work within Project Management Office. The Business Systems Analyst 1 will work closely with agency staff to elicit, document and validate requirements for new or changes to existing Information Technology (IT) systems and business processes. The incumbent will develop systems requirements for future or current state of large business analysis projects or series of smaller projects. Duties:

- Perform system research and information gathering activities.
- Review and document current "as-is" state of the business process or function including creating flow charts and process models.
- Identify and document business process changes or enhancements required by procedural changes or by changes to laws and statutes.
- Document, communicate, and validate requirements throughout the system, process, or product/service development lifecycle for all changes to processes that would enable the organization to achieve its goals.
- Develop plans for requirements and system design sessions, ensure that agency needs are properly documented, and proposed solutions are properly vetted with all stakeholders prior to being implemented.

- Write business system documentation.
- Develop business process flows, fit-gap analyses, or functional designs to support the development of solutions to improve the efficiency and effectiveness of the business processes.
- Communicate business process and system requirements to IT staff and program staff.
- Develop test plans, including scenarios, scripts, and data; reviewing test results; and assessing the implementation of appropriate solutions to ensure they perform to the required specifications and achieve the designed capabilities.
- Review and analyze business process deficiencies requiring resolution during or after implementation.
- Evaluate information gathered from multiple sources, reconcile conflicts, break out into details and summarize into general information.
- Assist agency business owners resolve issues on requests for new reports, changes to data displays and general functional tasks.
- Document requests for system changes and assistance through a triage/governance process.
- Document recurring issues to provide end users and internal Help Desk with FAQs to assist users and minimize support requirements.
- Identify and make recommendations for updates/upgrades to current technologies including training and user acceptance.
- Assist stakeholders in creating business practices that enhance the user experience.
- 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.

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.

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 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. The Office of the NYS Attorney General provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us at HR.Recruitment@ag.ny.gov or (518) 776-2500.

*Candidates from diverse backgrounds are encouraged to apply.
The OAG is an equal opportunity employer and is committed to workplace diversity.*

Posted April 24, 2026