

## EMPLOYMENT ANNOUNCEMENT



TITLE: DATA ANALYST 2

STATUS: PERMANENT – PENDING NON-COMPETITIVE

BUREAU: INFORMATION TECHNOLOGY

LOCATION: LATHAM

SALARY GRADE (SG): SG23 (\$90,582-\$114,585)

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.

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#### **NON-COMPETITIVE QUALIFICATIONS**

Seven (7) years of experience in data visualization, and statistical models and data mining tools.

Substitutions:

- Associate's degree and five years of experience.
- Bachelor's degree and three years of experience.
- Master's degree and two years of experience.
- Ph.D. and one year of experience.

#### **PREFERRED QUALIFICATIONS**

- Three years of experience as a data analyst, data scientist, BI analyst, or related Profession.
  - Proven project experience with programming languages such as SQL, Python, and R for data manipulation and analysis.
  - Proven experience with data analysis and visualization tools such as Power BI and Excel.
  - Expert knowledge of statistical analysis techniques and concepts for both descriptive and inferential statistics.
  - Knowledge of data visualization best practices to effectively communicate insight.
  - Strong analytical and problem-solving skills to interpret complex datasets and generate meaningful insights.
  - Familiarity with data modeling and data warehousing concepts.
  - Ability to work with large datasets through data cleaning, preprocessing, and transformation techniques.
  - Excellent communication skills to convey complex data findings to both technical and business Executives.
  - Attention to detail and ability to maintain data accuracy and integrity.
  - Experience with data automation and AI tools a plus.
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#### **DUTIES**

Under the direction of an Enterprise Reporting and Self-Service Analytics Lead (IT Architect 1), SG-25, the Data Analyst 2, SG-23, will interpret and analyze complex datasets to provide insights and support data-driven decision making for the CIO and other Information Technology (IT) Leadership. The incumbent will work alongside other IT administration, Finance, Human Resources, and technical and leadership staff to gather and transform data,

conduct statistical analyses, and create visualizations and reports that will contribute to identifying trends, patterns, and opportunities that drive improvement initiatives.

- Develop and implement IT compliance procedures and controls for the Agency and ensure accordance with those standards.
- Work with Practice Technologies Bureau to respond to Litigation Hold requests and provide required information while ensuring completeness and accuracy of the data.
- Work with Agency FOIL Officer to develop search terms, collect and provide appropriate data in response to FOIL requests.
- Work with HR and Counsel on confidential matters containing potentially sensitive information.
- Develop data classification guidelines and apply them to data both on-premises and in agency owned cloud environments.
- Develop DLP rules and alerts and work with Security Operations team to monitor and respond to potential data loss incidents.
- Conduct compliance risk assessments on a regular basis to identify any gaps or areas of improvement.
- Perform the full range of supervisory responsibilities.
- 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**

The initial appointment for this position may be temporary until the Jurisdictional Class is changed to non-competitive, at which point the appointment will be made permanent.

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.*

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**Posted September 21, 2026**