Business Systems Analyst 1 (NY HELPS) OR

Business Systems Analyst Trainee 1 OR

Business Systems Analyst Trainee 2

Announcement Posted:
03/14/24

Responses must be hand delivered or postmarked by:
03/24/24

Salary Range:
$63,108 to $80,248 (Business Systems Analyst 1); **OR**
$47,925 (Business Systems Analyst Trainee 1); **OR**
$50,678 (Business Systems Analyst Trainee 2)

Location:
Office of Administrative Hearings
40 North Pearl Street
Albany, NY 12243

Grade:
18/NS

of Positions:
1

Candidates Must Meet the Following Qualifications:

Business Systems Analyst 1 (SG-18), Business Systems Analyst Trainee 1 (NS=SG-13), Business Systems Analyst Trainee 2 (NS=SG-14)

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 non-competitive minimum qualifications for this title. At this time, OTDA 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 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

Trainee 1: A bachelor's or higher degree.

Trainee 2: A bachelor's degree and one year of professional business analysis experience, which includes eliciting requirements as the foundation for the solution to the organization's business needs; identifying solutions aimed at improving the efficiency and effectiveness of the system, business process, or product/service to fulfill the business requirements; describing in a written document what the system, process, or product service must do in order to satisfy the established business requirements; validating requirements throughout the product/system development life cycle (SDLC); and developing test plans/scenarios and logical designs, testing the scenarios, reviewing test results, identifying constraints and risks, and/or communicating with stakeholders. A Juris Doctor, master's, or higher degree in a related field can substitute for one year of specialized experience.

For the Full Performance Level: A bachelor's degree and two years of business analysis experience in a large-scale automated system such as a customized Oracle People Soft application, performing the following: eliciting requirements as the foundation for the solution to the organization's business needs; identifying solutions aimed at improving the efficiency and effectiveness of the system, business process, or product/service to fulfill the business requirements; describing in a written document what the system, process, or product service must do in order to satisfy the established business requirements; validating requirements throughout the product/system development life cycle (SDLC); and developing test plans/scenarios and logical designs, testing the scenarios, reviewing test results, identifying constraints and risks, and/or communicating with stakeholders. A Juris Doctor, master's, or higher degree in a related field can substitute for one year of specialized experience.

COMPETITIVE QUALIFICATIONS

Eligible for a lateral transfer or eligible for transfer under Section 70.1 or 52.6 of the Civil Service Law by having one year of permanent competitive service in an appropriate title. Information regarding transfer eligibility is available on the Civil Service Career Mobility Office website at https://careermobilityoffice.cs.ny.gov/cmo/gotit/.

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 currently enrolled in the Civil Service 55b/c program. Information about the 55b/c program can be found here: 55b/c Recruitment Resources Center (ny.gov).

OR

Reachable on the appropriate eligible list in Albany.

Duties of Position:

The Office of Administrative Hearings (OAH) serves as the independent finder of fact and trier of law for disagreements between recipients/clients and the agencies overseeing social services benefit programs. These programs include: Public Assistance, Supplemental Nutrition Assistance Program, State Supplement Program, Child Support Enforcement, Medical Assistance (Medicaid), Home Energy Assistance, and Homeless Housing.

The incumbent will work with OAH program staff members to define and develop requirements for new or existing technological systems and transition them into the Integrated Eligibility System (IES). IES integrates New York State's health and human services delivery systems. It will modernize the technology underpinning these systems and transform business processes. IES will serve as a streamlined, simplified point of access for millions of the State's most economically vulnerable residents.

This is a great opportunity for an individual interested in system development and maintenance. Join the team

designing new systems and become a subject matter expert in how those systems operate, work together, and impact people's lives.

Duties will include but are not limited to the following:

- Perform regular updates and test to ensure that the new Fair Hearing System within IES remains current and reflects changes to social service benefit programs, including OAH's need for updated programming to comply with changes in laws, regulations, and standards imposed by state and federal entities.

- Research, evaluate, document, and report on functions, processes, and applications making up OAH operations. Identify new operational needs, considering OAH's goals and other relevant conditions and trends.

- Work closely with ITS and operational staff members to maintain and enhance OAH applications to ensure OAH operational needs are met.

- Assist in developing OAH's data management system by identifying, collecting, and analyzing pertinent data from available data sources to support OAH operations.

- Work closely with operational staff to provide technical assistance and support to OAH staff members.

Expected Skills at Start:

- Excellent MS Office Skills

- Clear Written and Spoken Communication Skills

- General knowledge of Data and Case Management Systems

- Experience with Video Meeting Application.

Conditions of Employment:

A full-time, permanent, or temporary appointment will be made. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title. Candidates must be legally authorized to work in the United States.

Your resume must indicate how you meet the minimum qualifications for this position. Non-specific submissions may be disqualified from further consideration if the information you provide does not meet the minimum qualifications.

Remarks:
- **Candidates should reference posting 23-242 when submitting your application.**
- **If submitting electronically, please reference posting 23-242 as part of your subject line.**
- **If you are interested in applying to this position, please visit how to apply for applicant instructions.**

NYS OTDA seeks to promote a diverse workforce that is a representation of the various cultures, voices, backgrounds, ideas, and talents of the citizens and communities that we serve. We actively solicit and encourage applications from Black, Indigenous, and People of Color ("BIPOC"); LGBTQIA+ individuals; women; people with disabilities; and military veterans.