

**Business Systems Analyst 1 OR  
Business Systems Analyst Trainee 1 OR  
Business Systems Analyst Trainee 2**

**Announcement Posted:**

05/17/23

**Responses must be hand delivered or postmarked by:**

06/07/23

**Salary Range:**

\$61,270 to \$77,912 (Business Systems Analyst 1); **OR**  
\$46,529 (Business Systems Analyst Trainee 1); **OR**  
\$49,202 (Business Systems Analyst Trainee 2)

**Location:**

Commissioner's Office  
Strategic Operations  
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):**

Eligible for a lateral transfer or eligible for a 70.1 transfer or a 52.6 transfer by having one year of permanent competitive service in an appropriate title;

View a complete listing of [70.1 transferable titles](#)

View a complete listing of [52.6 transferable titles](#); **OR**

**Business Systems Analyst Trainee 1 (NS=SG-13):**

Eligible for a lateral transfer or eligible for a 70.1 transfer or a 52.6 transfer by having one year of permanent competitive service in an appropriate title;

View a complete listing of [70.1 transferable titles](#)

View a complete listing of [52.6 transferable titles](#); **OR**

**Business Systems Analyst Trainee 2 (NS=SG-14):**

Eligible for a lateral transfer or eligible for a 70.1 transfer or a 52.6 transfer by having one year of permanent competitive service in an appropriate title;

View a complete listing of [70.1 transferable titles](#)

View a complete listing of [52.6 transferable titles](#); **OR**

Reachable on the appropriate eligible list in Albany.

## **Duties of Position:**

The Business Systems Analyst 1 will work with program-specific business owners and interagency partners to develop and implement components of the Integrated Eligibility System (IES), an initiative to modernize the State's health and human services systems. This position will serve as an agency-wide point of contact, helping to ensure timely decision-making and coordination amongst impacted program areas. Duties during the design, development, and implementation phases of IES will include, but will not be limited to:

- Coordinating agency participation in the documentation of existing business systems and processes;
- Coordinating agency participation in the definition, validation, and prioritization of business and functional requirements;
- Coordinating the review, consolidation of responses, and approval of project deliverables;
- Identifying and facilitating any statutory, regulatory, or policy changes necessary to implement IES and achieve business process improvements;
- Participating in the development of systems and training documentation (e.g., policy directives, user manuals, and desk references);
- Coordinating and participating in user acceptance testing and defect resolution; and
- Reporting the status of project activities, including risks and issues, to management.

The position will continue in a governance role in the maintenance and operations phase of IES.

## **Conditions of Employment:**

A full-time, permanent appointment will be made. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title. This position may require occasional travel.

## **Remarks:**

- **Candidates should reference posting 23-100 when submitting your application.**
- **If submitting electronically, please reference posting 23-100 as part of your subject line.**
- **If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.**
- **This position meets the criteria for appointment under 55-b and 55-c of Civil Service Law.**
- **Veterans may be entitled to additional compensation if this position is filled via a traineeship. Applicants should identify themselves as a Veteran if this applies to you.**