

**Business Systems Analyst 1 (NY HELPS) OR  
Business Systems Analyst Trainee 1 OR  
Business Systems Analyst Trainee 2**

**Announcement Posted:**

10/22/24

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

11/01/24

**Salary Range:**

\$65,001 to \$82,656 (Business Systems Analyst 1); **OR**  
\$52,198 (Business Systems Analyst Trainee 1); **OR**  
\$58,247 (Business Systems Analyst Trainee 2)

**Location:**

Commissioner's Office  
Strategic Operations  
40 North Pearl Street  
Albany, NY 12243

**Grade:**

18

**# of Positions:**

1

**Candidates Must Meet the Following 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, candidates may be hired via a non-competitive appointment if they meet the below NY HELPS minimum qualifications.

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.

Substitution: 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.

Substitution: A Juris Doctor, master's or higher degree in a related field can substitute for one year of specialized experience.

**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 \(ny.gov\)](#).

## 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/cmogotit/>.

**OR**

Reachable on the appropriate eligible list in Albany.

## Duties of Position:

Let OTDA make a difference in your career while you make a difference in your community! OTDA helps New Yorkers in need to connect with resources and supports that provide financial security and household stability, empowering strong families and communities. The Strategic Operations division of OTDA seeks dedicated individuals with strong project management skills to help guide the implementation of the Integrated Eligibility System (IES), an initiative to integrate and modernize the State's health and human services systems. IES impacts nearly every OTDA program area and most of its major systems. Each IES "workstream" (i.e., substantive area of system development) requires oversight and coordination to ensure that IES aligns with the needs of applicants and

recipients of public benefits and services, as well as the local departments of social services that deliver those benefits and services.

This Business Systems Analyst 1 position will fill this critical project management role for the data management, reports, and analytics workstream of IES. Specifically, this position will:

- Coordinate agency participation in the documentation of existing business systems and processes.
- Coordinate agency participation in the definition, validation, and prioritization of business and functional requirements.
- Coordinate the review, consolidation of responses, and approval of project deliverables.
- Identify and facilitate any statutory, regulatory, or policy changes necessary to implement IES and achieve business process improvements.
- Participate in the development of systems and training documentation (e.g., policy directives, user manuals, and desk references).
- Coordinate and participate in user acceptance testing and defect resolution.
- Report 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. Candidates must be legally authorized to work in the United States. This position will require occasional travel, up to 10%.

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.

Telecommuting up to 50% may be available in accordance with The Office of Temporary and Disability Assistance policy and can be discussed during the interview.

### **Remarks:**

- **Candidates should reference posting 24-249 when submitting your application.**
- **If submitting electronically, please reference posting 24-249 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.