



An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill a Job Vacancy

Business Systems Analyst 1, SG-18 **(May be filled at the trainee level)**

Location: One Commerce Plaza, Albany

Business Unit: Information Technology Bureau

Negotiating Unit: Professional, Scientific and Technical (PEF)

Please note that a change in negotiating unit may affect your salary, insurance and other benefits.

Salary: \$52,198 (Trainee 1 Level SG-14)
\$58,247 (Trainee 2 Level SG-16)
\$65,001 - \$82,656 (Journey Level SG-18)

Appointment Status: Permanent

The New York State Department of Financial Services seeks to build an equitable, transparent, and resilient financial system that benefits individuals and supports business. Through engagement, data-driven regulation and policy, and operational excellence, the Department and its employees are responsible for empowering consumers and protecting them from financial harm; ensuring the health of the entities we regulate; driving economic growth in New York through responsible innovation; and preserving the stability of the global financial system.

The Department of Financial Services is seeking candidates for the position of Business System Analyst 1 in the Information Technology Bureau. Duties include, but are not limited to, the following:

- Researches and gathers requirements by conducting individual or group interviews, scheduling and facilitating meetings, distributing surveys, and reviewing documentation;
- Uses business analysis techniques to elicit requirements as the foundation for the solution to the organizations business needs (e.g., workshops, focus groups, interviews, observation, brainstorming, surveys/questionnaires, Joint Application Development Sessions);
- Creates, validates, and maintains process documentation such as Business Process Documents and Detailed Design Documents, business rules, and additional specifications (including flow charts, process models and technical specifications);
- Documents and analyzes the current or "as-is" as well as the future or "to-be" state of the business process or function;
- Aids in the development of user test plans;
- Demonstrates strong, professional, respectful communication skills, both verbally and in writing; and
- Develops training materials related to business systems implementation for users.

Appointment method:

Minimum 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. **Journey Level -** A bachelor's degree or higher **and** two years of professional business analysis experience where your primary duty was performing three of the five following activities: Using business analysis techniques to elicit requirements as the foundation for the solution to the organizations business needs (e.g., workshops, focus groups, interviews, observation, brainstorming,

surveys/questionnaires, JAD Sessions). Using business analysis techniques for the purpose of identifying solutions aimed at improving the efficiency and effectiveness of the system, business process, or product/service to fulfill the business requirements (e.g., Data Flow Diagram, Business Process Model, Root Cause Analysis, Fish Bone Diagram, Context Diagram, Business Process Flows, or Fit-Gap Analysis). 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 (e.g., Business Case, Use Case, Business Requirements Document [BRD], Fit-Gap Analysis, Impact and Feasibility Analysis, Change Management Analysis). Validating requirements throughout the product/system development life cycle (SDLC) including all changes to the processes that would enable an organization to achieve its goals. Verifying requirements throughout the product/system development life cycle (SDLC) to ensure they perform to the required specifications and are capable of achieving the design capabilities; this includes developing test plans/scenarios and logical designs, testing the scenarios, reviewing test results, identifying constraints and risks, and/or communicating with stakeholders.

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 maybe 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 (see minimum qualifications above). At this time, agencies may recruit and hire employees by making permanent non-competitive appointments.

At a future date (within one year of 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.

List Appointment: Candidates must be reachable on the Civil Service eligible list for 00-500010, 26-872010, 50-002010.

55 b/c Appointment: Candidates must meet the eligibility requirements of the Governor's Program to Hire Individuals and Veterans with Disabilities as described in Civil Service Law § 55b/c. Information about this program can be found here: <https://www.cs.ny.gov/rp55/>

Transfer: Candidates must have one year of permanent competitive service in a title eligible for transfer via Sections 70.1 or 52.6 of the Civil Service Law. Information regarding transfer eligibility may be available on the Civil Service Career Mobility Office website at <http://careermobilityoffice.cs.ny.gov/cmof/>.

Please Note that under Civil Service Law, an employee cannot have two consecutive upward 70.1 or 52.6 transfers without an intervening eligible list appointment if such transfers would exceed two salary grades.

To Apply: Interested qualified candidates must submit a resume and letter of interest **no later than February 7, 2025** to the email address listed below. Please include the Box # **(Box BSA1-02706)** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Please be advised that the New York State Department of Financial Services does not offer sponsorship for employment visas.

Tyler Lebel
Box BSA1-02706
New York State Department of Financial Services
Office of Human Resources Management
One Commerce Plaza, Suite 301
Albany, NY 12257
Email: Recruitment@dfs.ny.gov
Fax: (518) 402-5071

All candidates that apply may not be scheduled for an interview.

Public Service Loan Forgiveness

Employment with New York State qualifies an individual for Public Service Loan Forgiveness (PSLF). This program forgives the remaining balance on any Direct Student Loans after you have made 120 qualifying monthly payments while working full-time for a U.S. federal, state, local, or tribal government or not-for-profit organization. To learn more about the program and whether you would qualify, please visit: <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service>

AMERICANS WITH DISABILITIES ACT: REASONABLE ACCOMMODATIONS

Under the Americans with Disabilities Act (ADA), the Department of Financial Services is required to provide reasonable accommodation for known physical or mental limitations of an otherwise qualified applicant with a disability if an accommodation would enable the applicant to perform the essential functions of the job. If the accommodation would constitute an undue hardship on the operations of the agency, the agency is not required to provide it.

All people with disabilities are encouraged to apply to all jobs for which they meet the minimum qualifications.