



NEW YORK STATE DEPARTMENT OF FINANCIAL SERVICES
One Commerce Plaza, Albany, NY 12257
An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill a Job Vacancy

Business Systems Analyst 2, G-23

Location: One Commerce Plaza, Albany

Business Unit: Insurance/Health

Negotiating Unit: Professional, Scientific and Technical (PEF)

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

Salary: \$71,847 - \$90,876

Appointment Status: Permanent

Appointment to this position is pending Division of Budget approval to fill.

The Department of Financial Services (DFS) is seeking candidates to fill the position of Business Systems Analyst 2 in the Health Bureau of the Insurance Division. The incumbent of this position will work with the DFS Information Technology Division to coordinate the creation and management of queries for the Paid Family Leave (PFL) data "reasonableness checks" in the Data Warehouse. Other duties of the position will include, but not be limited to:

- Creating data marts for PFL actuaries using SQL;
- Performing data quality analysis for commercial PFL carriers' data submissions;
- Creating informative visualizations that intuitively display large amounts of PFL data and/or complex relationships with referential datasets;
- Performing inter-submission data reconciliations across quarterly and annual commercial PFL submissions;
- Preparing PFL data for statistical analysis;
- Developing test data scenarios and analyzing the results;
- Reviewing and analyzing process deficiencies requiring resolution during or after implementation;
- Performing business analysis intelligence activities, such as data mining to extract data for forecasting, service delivery metrics, and providing management with data to make policy decisions, and;
- Supervising staff as required.

Additional information regarding the duties will be discussed at the time of interview

Minimum Qualifications:

Promotion – One year of permanent or contingent-permanent service as a Business Systems Analyst 1, G-18.

Open Competitive: Bachelor's Degree and three years of full time experience performing at least three of the following activities concurrently:

- 1) Using recognized business analysis methodologies (i.e., Root Cause Analysis, JAD sessions, Focus Groups, Interviewing, Observation) to elicit requirements and determine required solution capabilities as the foundation for meeting the organization's business needs,

- 2) Using recognized business analysis techniques (i.e. Data Flow Diagram, Business Process Model, Fish Bone Diagram, Context Diagram) to document requirements for the purpose of designing solutions aimed at improving the efficiency and effectiveness of the business process,
- 3) Validating/verifying requirements throughout the product/system development life cycle (SDLC) for all changes to processes that would enable the organization to achieve its goals, address operational inefficiencies, develop benchmarks and measures of quality; create, distribute and analyze results of customer satisfaction surveys; this includes developing test plans/scenarios and logical designs, testing the scenarios, reviewing test results, identifying constraints and risks, and communicating with stakeholders, and/or
- 4) Describing in a comprehensive written document(s) (i.e. Business Case, Fit-Gap Analysis document, Functional Specifications, Business Requirements Document [BRD]) what the system, process, or product/service must do in order to satisfy the established business requirements; create, update, and maintain documentation; and perform impact analysis on all change requests

Preferred Qualifications: Proficiency in SQL query language and advanced Excel 2016, as well as basic statistical analysis and PowerBI/DAX.

Appointment method:

List Appointment:

Promotion - Candidates must be reachable on the Business Systems Analyst 2 eligible list (#37-030).

Open Competitive - Candidates must be reachable on the Business Systems Analyst 2 eligible list (#25-731)

Transfer: Candidates must have one year of permanent competitive service in a title eligible for transfer via Section 52.6 or Section 70.1 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/cmo/>.

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 September 29, 2017,** to the email address listed below. Please include the Box # (**Box HLH-02143**) in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Constance Graves
Box HLH-02143
New York State Department of Financial Services
Office of Human Resources Management
One Commerce Plaza
Albany, NY 12257
Email: Constance.Graves@dfs.ny.gov
Fax: (518) 402-5071

All candidates that apply may not be scheduled for an interview

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.

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov