Business Systems Analyst 2
Administrative Services Unit – Data and Technology Office
Salary: $81,792 - $102,189
Reference #23-09

The Division of the Budget (DOB) provides a critical link between government-finance, policy, and management, including developing, negotiating, and implementing one of the largest government budgets in the country. DOB serves as the lead fiscal advisor to the Governor and their administration.

DOB's fast paced, dynamic environment requires rapid response to new initiatives plus continual improvement to existing processes. Our Data and Technology Office supports the organization by providing Data Analysis, Business Analysis, Project Management, and Application Support across a wide variety of critical business and programmatic efforts.

The Data and Technology Office works with DOB business units, the Office of Information Technology Services, and other stakeholders to:
- Assist DOB business units to optimize operations with the enablement of technology.
- Encourage a data-driven culture by promoting the use of data and analytics in decision-making.
- Continually improve and innovate agency operations by evaluating current norms and recommending changes.
- Support development and implementation of the New York State budget.
- Provide relevant budget data to New Yorkers and other interested stakeholders.

We are seeking creative problem solvers and analytical thinkers with a background in Business Analysis and Project Management to join our team. Successful candidates will be expected to utilize the full range of business analysis and project management processes, tools, and techniques.

Responsibilities of the Business Systems Analyst 2 include, but are not limited to:
- Supporting projects by building relationships with various stakeholders to understand and document business needs, desired outcomes, elicit requirements, and to identify and assess risks.
- Determining project activities and deliverables, and developing and maintaining project schedules.
- Ensuring quality by validating and verifying requirements and deliverables throughout a project's life cycle.
- Providing accurate and timely communications to stakeholders to ensure expectations are understood and appropriately set.
- Leading business process reengineering efforts by identifying and documenting current and future processes, performing fit-gap analysis, identifying possible process improvements including opportunities to leverage technology, and developing and implementing a plan to achieve the future vision.
- Facilitating meetings with stakeholders from various levels within DOB and across other agencies and organizations, leveraging appropriate facilitation tools and techniques.
- Supporting ongoing enhancements to DOB's technology environment and applications.
- Supporting the ongoing operations of the Data and Technology Office.

Candidates will enjoy a close working relationship with their peers to develop solutions and manage projects. The ideal candidate will enjoy the freedom to work on solving problems in innovative ways. Candidates can expect access to a wide array of professional and career development opportunities.

Qualification/Skills:

- Familiarity with Project Management and Business Analysis frameworks such as the Project Management Institute Project Management Body of Knowledge and the International Institute of Business Analysis Business Analysis Body of Knowledge.
- Strong professionalism and communication skills. Successful candidates will be expected to work independently and alongside other DOB teams to build strong working relationships.
- Experience analyzing problems, developing solutions, and presenting findings to stakeholders.
- Experience leading projects and teams.
- Experience in facilitating meetings with various levels of an organization.
- Familiarity with scheduling tools such as Microsoft Project.
- Experience with software development and familiarity with software development lifecycles.

How to Apply:

To be considered for this or future positions with DOB, interested candidates should submit a resume to dob.sm.DataandTechnology@budget.ny.gov.

If you require assistance in applying for employment with the DOB, or if you have any questions about working for DOB, please contact personnel@budget.ny.gov.

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