ALBANY
NEW YORK | EST. 1686

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Notice of Job Opening

Position: Junior I.T. Business System Analyst

Applicants must meet the requirements outlined in the enclosed job description.

*PLEASE NOTE: This position is in the competitive class and will be filled on a provisional basis pending the outcome of the civil service examination.

** Effective immediately, **all new hires must be vaccinated against the COVID-19 virus,** unless they have been granted a reasonable accommodation for religion or disability. If you offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the office of Human Resources.

Department:	Administrative Services
Number of Vacancies to be filled:	1
Rate of Pay:	Commensurate with Experience up to $60,000.00/Year
Schedule:	37.5 hours/week
Application Deadline:	**Until Filled** Please submit your resume and a cover letter via e-mail to mperez@albanyny.gov
Residency Requirement:	YES Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

The City of Albany is an Equal Opportunity /Affirmative Action Employer.

Posted on Thursday August 19, 2021

JUNIOR I.T. BUSINESS SYSTEMS ANALYST

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for assisting in the development of information systems through review, assessment, and development of business processes with a focus on the effective use of resources, both people and technology. This includes assessing technology needs and determining where improvements can be made to meet changing business requirements. The incumbent acts as a liaison combining business-planning expertise to analyze and translate a user, department or any other entities business requirements into system deliverables and/or business process changes utilizing available technology where appropriate as well as helping to develop new systems when necessary. Incumbents act as a change agent to help facilitate effective deployments/modifications to current practices, as well as help plan Information Technology strategies to anticipate future needs. Work is performed under general supervision of the department head or their designee, with leeway allowed for the use of independent judgement.

TYPICAL WORK ACTIVITIES: (Illustrative Only)
- Identifies modifications and improvements to enhance system efficiencies and performance of existing system features;
- Assists users in understanding their business processes as they relate to current systems;
- Determines operational objectives by studying business functions, gathering information, evaluating requests and proposing recommend solutions;
- Formulates ideas for the proposed system inclusive of organizational factors, financial considerations, viability of the system to meet the needs if the agency and the impact of new or modified system on the organizations;
- Monitors project progress by tracking activities, attending project meetings, managing change and ensuring systems are fully documented prior to project close;
- Tests and validates system changes to ensure conformance to business requirements and recommends enhancements;
- Analyzes existing system logic difficulties and determines information technology solution;
- Visits user job sites to analyze and offer proposed solution in a production environment;
- Confers with departmental, agency or jurisdiction staff to determine current operations and to define the information processing needs, goals and problems;
- Collaborates on Lean process improvement projects by making process maps, collecting data, and identifying opportunities for improvement and increased efficiency;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Through knowledge of computer programming operations, organization structure, work flow analysis;
- Through knowledge of currently supported system;
- Good knowledge of the principles and practices of system analysis and system design;
- Working knowledge of documentation procedures, testing criteria and security considerations;
- Ability to convey information in a professional manner;
- Ability to communicate effectively with both users and technical personnel;
- Ability to communicate effectively both orally and writing;
- Ability to analyze qualitative and quantitative data;
- Ability to gather data through observation, interview and research;
- Ability to problem solve by analyzing the entire picture, problem and solution;
- Ability to organize and prioritize projects;
- Strong attention to detail;
- Cooperative;
- Initiative;
- Good judgement;
- Resourcefulness;
- Dependability.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Information Technology, Business Administration, Public Administration or a related field; **OR**

B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and one (1) year of related experience in business analysis, information technology, project management, or related field; **OR**

C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and three (3) years of related experience in business analysis, information technology, project management, or related field; **OR**

D) Graduation from high school or possession of a high school equivalency diploma and five (5) years of related experience in business analysis, information technology, project management, or related field; **OR**

E) An equivalent combination of training and experience as defined by the limits of A), B), C) and D) above.