NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	**Business Analyst**
Salary:	**$75,000 - $95,000**
Bureau/Division:	**Bureau of Information Systems and Technology**
Period:	**March 28, 2018 - Until Filled**

JOB DESCRIPTION

The Bureau of Information Systems and Technology provides a full range of technology support services for key business functions and Charter mandated responsibilities of the Comptroller's Office. These services include: technology strategic planning, web site development, graphic design, disaster recovery, systems development, network administration, audio/visual services, business process re-engineering, change management, program management, security administration, help desk, computer operations, telecommunications, and document management.

Under the direction of the Director of Asset Management Systems, the Business Analyst is responsible for working with the Bureau of Asset Management on their various IT initiatives and documenting existing business processes, implementing management plans for each project, compiling analysis reports and documenting user requirements. The Business Analyst will be expected to report on these initiatives following Office and industry-wide standards and keep Bureau leadership informed of the latest status, risks and accomplishments. Tasks include, but are not limited to, the following:

- Facilitate and capture business/technical requirements from existing systems for modernization;

- Deliver elements of systems design, including data migration rules, business rules, wireframes, or other detailed deliverables;

- Provide ongoing support to clients by troubleshooting issues, identifying and implementing long-term solutions, and short-term resolutions, if necessary;

- Ensure project priorities are clearly communicated and understood;

- Create performance dashboards, analytic tools, and reports derived from a combination of quantitative analysis and qualitative research;

- Identify opportunities to improve enterprise systems and business processes, and help to drive solutions across departments; and,

- Perform other related job functions and assignments as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

1. BA/BS degree from an accredited college in computer science, business, engineering, or a closely related field, and three (3) or more years of progressively responsible professional experience as project manager or business analyst implementing complex IT initiatives, preferably in the Financial Services/Asset Management, and/or Pension/Mutual Funds industry working on Middle and/or Back Office systems; or

2. Education and/or experience equivalent to "1" above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Clearly demonstrated experience serving as Business Analyst on complex IT initiatives in the Financial Services/Asset Management, and/or Pension/Mutual Funds industry;

- Experience creating business process flows, SOP, SLA's;

- Experience in writing T-SQL queries, views, stored procedures, and functions in MS SQL and creating reports via SQL Server Reporting Services (SSRS);

- Excellent communication, writing skills and ability to communicate with end-users and technical staff;

- Ability to work in a team environment, plan, organize, and work on multiple tasks simultaneously.

TO APPLY, GO TO: Employment Opportunities at www.comptroller.nyc.gov

Certain residency requirements may apply. We appreciate every applicant's interest; however, only those under consideration will be contacted.

Note: Vacancy notices listed as "Until Filled" will be posted for at least five work days.

POSTING DATE:	POST UNTIL:	JVN:
March 28, 2018	**Until Filled**	**015/018/060R**

The NYC Comptroller's Office is an Equal Opportunity Employer