

Governors Officer of Storm Recovery

Business Analyst, Organizational Systems & Performance

Job Summary

The Governor's Office of Storm Recovery (GOSR) of the Housing Trust Fund Corporation (HTFC) seeks a business analyst to engage in application development for the Community Development Block Grant Disaster Recovery (CDBG-DR) program for New York State. The business analyst has the responsibility of collecting requirements, creating design documentation, testing, and assisting in the project and risk management of applications in development for GOSR. This position is required to work closely with consultants, end users, and other IT staff, providing hands-on support for current and future applications, as well as work independently on projects when necessary under the direction of Director and Assistant Director of Organizational Systems.

Essential Functions

- Document functional requirements for new and existing applications
- Recommend business process improvements to increase visibility, efficiency, and improve data and process management
- Document functional design for new and existing applications
- Lead and participate in user acceptance testing of applications
- Create project plans for new projects and update project plans as the project progresses
- Provide project management support throughout the duration of application development
- Communicate project status and risks, and manage risks with stakeholders
- Coordinate and work closely with development staff and stakeholders
- Provide support to the Director and Assistant Director of Organizational systems

Typical Qualifications

- Bachelor's degree in Management Information Systems or a related area
- Minimum of 3 years' experience with system implementation work
- Experience in an Agile and Waterfall SDLC environment
- Experience with documenting business requirements, business process recommendations, and user acceptance testing
- Experience with documenting/reviewing functional designs
- Experience developing in a state/federal government environment preferred
- Familiarity working with SharePoint 2010 and above, MS Access, and SQL server
- Experience in IT problem-solving and interpersonal skills requiring tact, patience, courtesy, and working effectively in a team-oriented environment.
- Ability to communicate with technical and non-technical staff
- Excellent verbal communication and writing skills