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<b>Job Title</b>	IT Business Analyst
<b>PVN ID</b>	VA-2507-006944
<b>Category</b>	Information Technology
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	DCAS, Division of Energy Management
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$105,000.00 - \$125,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Oct 01, 2025 (Or Until Filled)

## General Description

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Through its partnership with the City of New York, CUNY's Building Performance Laboratory is hiring qualified energy management professionals to serve as on-site consultants and fill critical staffing capacity needs at the Department of Citywide Administrative Services' Division of Energy Management ("DEM"). For background, DEM serves as the hub for energy management for City government operations. DEM develops the City's annual utility energy budget; manages the City's electricity, natural gas, and steam accounts; helps agency partners identify and pursue energy-saving opportunities; does energy efficiency and clean power generation projects across the City's portfolio; and implements operations and maintenance best practices. Specifically, DEM is tasked with leading the City's efforts to reduce emissions from City government operations 40 percent by 2025, 50 percent by 2030, and 80 percent by 2050 from baseline.

For this specific role, on behalf of DEM, CUNY BPL seeks to hire an IT Business Analyst to use their knowledge and experience, along with current industry standard processes, to review and interpret business process needs. The person will study the business requirements provided by teams and translate those into functional requirements that developers can code.

NYC residency may be required for continued employment. Immigration sponsorship is not available under this program. This is a hybrid position. Remote work arrangements are not a right or entitlement of employment and, as such, are discretionary and subject to operational needs unless otherwise provided by the CUNY Flexible Work Guidelines.

## Other Duties

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- Perform a variety of quality control checks to maintain and assure the accuracy and consistency of data in tracking systems
- Perform database SQL server queries and program data analysis as requested
- Write reporting requirement documents and create product specifications and technical mock-ups for new

business intelligence tools to support decision-making and performance tracking

- Maintain existing dashboard reporting tools, identify enhancements, track, and promote usage
- Perform and/or manage user acceptance and regression testing
- Interview business stakeholders to gather detailed product requirements (scope, background, business case, etc.)
- Develop Business Requirements and User Stories to define business rules and objectives, current operational procedures, risk, input and output requirements, system access, etc.
- Translate Business Requirements into functional requirements by developing As-Is and To-Be process documentation, use case scenarios, data models, logic details, work instructions, etc.
- Create test case documents to facilitate quality assurance and user acceptance testing prior to product release
- Manage projects, including client interaction, developing project plans, and supporting analytics offerings
- Work with internal staff and subcontractors to meet project objectives
- Other duties as assigned

## Qualifications

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The ideal candidate will bring the following skills and experience to this position:

1. A baccalaureate degree from an accredited college or university in computer science or a related computer field and four years of satisfactory, fulltime computer software experience in computer systems development and analysis, applications programming, database administration, maintenance and support, systems programming, data communications, web development and design, one year of which must have been in a project leader capacity or as a major contributor on a complex project in one or more of the acceptable areas; or
  2. A master's degree in computer science from an accredited college and three years of progressively more responsible, full-time, satisfactory experience as described in "1" above, one year of which must have been in a project leader capacity or as a major contributor on a complex project in one or more of the acceptable areas.
- 6+ years of experience gathering projects requirements
  - 4+ years of experience managing and planning projects
  - 6+ years of experience in Office or Google Docs products
  - Experience in querying data from various sources, especially SQL Server or MySQL or PostgreSQL
  - Experience in various user interfaces and interactions
  - 4+ years of experience in testing web applications and familiarity with testing tools and processes
  - Demonstrated ability to work with databases and provide quantitative and graphical analyses
  - Familiarity with data warehousing and business intelligence concepts and tools such as PowerBI

### Desirable Skills:

- Fit/gap analysis and Business Requirements gathering and prototyping
- Relational database knowledge and hands on SQL Server
- Working knowledge of Azure DevOps or Jira or Agile/SCRUM software tools
- Expert use of Microsoft Office suite - creating project plans, Visio flowcharts, PowerPoint presentations, advanced Excel calculations and workbooks, etc.

- Excellent oral and written communication skills