Teachers' Retirement System of the City of New York

Job Vacancy Notice

Civil Service Title: Administrative Retirement Benefits

Level: 00

Functional Title: Business Analyst

Title Code:

Salary Range: $, - $, (Annual)

Location: 55 Water St. NY, NY

Department: Business Analysis

Job Description:

The Teachers Retirement System of the ity of ew ork (TRS) is a public pension fund that provides ew ork ity educators with retirement, disability, and death benefits. TRS is one of the largest pension plan sponsors in the nited States, with more than billion in assets and over , members, retirees, and beneficiaries.

TRS Office of Operation is looking for a Business Analyst who will play a critical role in managing change and supporting business transformation in line with the organization s future state operational goals. The successful candidate will elaborate on and define target state business processes, resource requirements, exception handling processes and operating procedures. e/she will coordinate closely with key stakeholders to ensure the organization is operationally ready for implementation of new processes, roles and technology.

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Essential duties and responsibilities

- . tilize Business Process Modeling (BPM) tools and techniques to prepare end to end process models related to the delivery of TRS products and services. Perform gap analysis between the current and future state and identify opportunities for improvement.
- . rite clear and well structured business requirements, via user stories and/or requirements documents, and serve as a key facilitator between the solution team and the organization.
- . Support the Organizational hange Management (O M) effort by collaborating with Technical riters, Operational elp Desk (O D) representatives and trainers to ensure accuracy and consistency of information disseminated to end users.
- . Perform impact analyses on the current organization by utilizing TRS business architecture and target operating models (including products and services, enabling business processes, supporting IT services, and responsible roles/ organizations).
- . Assist with the development of standard operating procedures (SOPs) and work instructions to support implementation of the target operating models.
- . Support operational analysis of production issues and identify potential service level requirements.
- . ollaborate with Process Owners and other key stakeholders to define business services, associated Service evel Agreements (S As) and Operational evel Agreements (O As) and ensure agreement on Service evel Targets (S Ts).
- . Identify exception process activities for resolution of exceptions in support of exception procedures.
- . Perform volumetric analysis of key organizational processes to identify resource requirements for interim and target state processes.

Preferred Skills:

- Previous experience in business and/or systems analysis.
- Participation in Business Process Modeling (BPM) and process improvement initiatives.
- Participation in system development and solution implementation efforts.
- Strong written and communication skills.
- Exposure to business analysis and project management methodologies and techniques.
- Exposure to service industry (Financial or Retirement / Pension) preferred.
- Experience participating in organizational transformations / change management preferred.

Preferred Skills (continued):

- Problem and Opportunity Analysis Techniques
- Dependency Analysis
- Interface Analysis
- Business Analysis Tools (ex. MS Visio, MS Excel)
- Agile Methodology
- Presentation Skills

Competencies:

- Effective ommunication Advanced
- Analytical Thinking Advanced
- Drive For Results Intermediate
- earning Agility Intermediate

Minimum Qualification Requirements:

. A baccalaureate degree from an accredited college or university including or supplemented by   credits in mathematics, statistics, accounting, and/or actuarial science and four years of satisfactory full time experience implementing the provisions of a retirement plan involving the use of mathematical, statistical, actuarial or accounting computations, months of which must have been in an administrative, managerial or executive capacity or supervising professionals implementing the provisions of a retirement plan involving the use of mathematical, statistical, actuarial or accounting computations or

. An associate degree or   credits from an accredited college or university, including or supplemented by   credits in mathematics, statistics, accounting and/or actuarial science and six years of satisfactory full time experience as indicated in   or

. Education and/or experience equivalent to   or   above. owever, all candidates must have   credits from an accredited college or university, including or supplemented by   credits in mathematics, statistics, accounting and/or actuarial science and the   months of experience in a supervisory, administrative, managerial or executive capacity as described in   above.

Residency Requirements:

ew ork ity residency is generally required within   days of appointment. owever, ity Employees in certain titles who have worked for the ity for   continuous years may also be eligible to reside in   assau, Suffolk, Putnam, estchester, Rockland, or Orange ounty. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

The Teachers Retirement System of   offers reasonable accommodation during the application process for qualified individuals with disabilities. If you need assistance during the application or interview process and in completing new hire paperwork to accommodate a disability, please email requests to   RInquiry trs.nyc.ny.us. TRS also offers reasonable accommodation during employment in accordance with federal, state and local laws.

a Program
This position is also open to qualified persons with a disability who are eligible for the   a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the   a Program.

Public Service oan Forgiveness
As a prospective employee of the ity of ew ork, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the .S. Department of Education s website at StudentAid.gov/PS F.

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EEO/Reasonable Accommodation and Diversity Statements:

The ity of ew ork is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual s sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

To Apply: If interested, please apply using the following methods.

City Employees: Employee Self Service (ESS). www.nyc.gov/ess.

All Other Applicants: www.nyc.gov/careers/search.

Search for Job ID#: 5

Dated: 4/10/2023   **Posted Until:** 4/21/2023

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