



Job Opportunities at New York State Homes and Community Renewal

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SENIOR PROJECT MANAGER/BUSINESS ANALYST

New York State Homes and Community Renewal (HCR) fosters the creation and preservation of high quality affordable housing, while working strategically to revitalize neighborhoods and communities throughout the Empire State. Under the leadership of Governor Andrew M. Cuomo and Commissioner RuthAnne Visnauskas, **HCR** is a vibrant, innovative agency that integrates and leverages New York State's housing resources. We have offices in New York City, Albany, Buffalo and Syracuse, and employ a diverse workforce of professionals who are hard-working and committed to serving low and moderate income families. Our mission is far reaching, encompassing single and multifamily housing finance, home improvement, rent regulation, housing subsidies, and community development. We partner regularly with a variety of public and private stakeholders.

Achieving this mission requires a wide range of skills and backgrounds in public policy, administration, real estate, architecture, finance, law and many other areas of expertise. We seek to provide a workplace environment that is productive, flexible, accountable, ethical and caring. Our employees are empowered to make a difference where they live and work. We offer competitive pay and a comprehensive benefits package, including paid leave, health, dental, vision, retirement, and family-friendly policies.

The Office of Professional Services (OPS) is responsible for all administrative and support services, including Human Resources, Communications and Public Information, Legal Affairs, Fair Housing, Policy Development, Competitive Procurement and Contract Management, Fiscal Planning, Accounting and Treasury Services, Facilities and Building Management Services, Internal Audit, Project Management and Information Technology Services. OPS values professionals that enjoy working in a fast-paced environment and who have the skills required to effectively plan, direct, and coordinate HCR's wide array of support services.

JOB SUMMARY:

New York State Homes and Community Renewal is undergoing a major modernization of their business applications and is seeking a Senior Project Manager/Business Analyst (SPM/BA) within their Information Technology department to play a key role in this effort, which will include the implementation of ERP (Enterprise Resource Planning) and other COTS (Commercial off-the-shelf) solutions, as well as, custom systems. The SPM/BA must be highly experienced in managing numerous projects simultaneously, can participate in business analysis and possesses a strong background in technology, as well as, the Software Development Life Cycle (SDLC) process. The SPM/BA will report directly to the CTO and work closely with the IT staff, program staff and other stakeholders to manage all aspects of the projects. This is a hybrid role and responsibilities can shift throughout projects, i.e., there may be times where the position will require more PM work than BA work or vice versa.



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RESPONSIBILITIES:

- Direct and coordinate human and material resources at all phases of a project, including origination, initiation, planning, execution and control, and closeout
- Develop high-level business requirements and cost estimates for projects to support business justification
- Identify and schedule project deliverables, milestones and required tasks
- Create detailed project plans, track progress, review project tasks and scope to ensure deadlines and goals are met and that projects are within scope and budget
- Manage multiple projects from small to large scale in a cross-functional environment
- Manage resources in a matrix environment
- Provide risk and issue management
- Manages communications with agency representatives, stakeholders, program staff, and users
- Effectively communicates with both technical and non-technical staff, stakeholders, end-users, and vendors
- Prepare and communicate status reports to team and management
- Coordinate implementation of new software development projects, including solution development in COTS applications
- Provide leadership for requirements analysis and prioritization
- Elicit business requirements from key stakeholders by using interviews, document analysis, requirements workshops, competitive product analysis, task and workflow analysis
- Develop or modify procedures and standards for project reporting and software development
- Monitor and document post-implementation problems and revision requests to ensure it meets end user needs
- Research and evaluate packaged software and online services to determine their appropriateness for the Agency's use

QUALIFICATIONS:

- Bachelor's degree; MBA or relevant technical degree preferred.
- Minimum of 7 years of successful experience as an IT project manager and proven history managing and delivering large-scale, complex, multi-year projects
- Managed projects through all phases of the Software Development Life Cycle
- Demonstrated ability to manage multiple projects concurrently and manage vendor relations
- Excellent oral and written communication skills with ability to align stakeholders from business and IT with competing priorities
- Extensive organizational skills to manage agency expectations, project artifacts and budget
- A strong background in technology, analysis and critical evaluation of information gathered from multiple sources
- Experience in creating and improving processes
- Experience writing business requirements documentation (BRDs) and functional requirements documentation (FRDs), including creating workflow/process flow diagrams
- Very high level of interpersonal skills to work effectively with others, motivate team members,



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and elicit work output in a team environment

- Proven experience in successfully working in a team setting and ability to reconcile conflicts
- Experience in finance (e.g. mortgages, accounting) and the government/public sector is a plus
- Experience with SAP and ECMs (Enterprise Content Management), such as FileNet, is a major plus
- Experience with MS Office 2013, MS Project and Visio; experience with MS SQL and .NET is a plus

This job description is not intended to be all-inclusive, and the employee will also perform reasonable related business duties as assigned.

WHAT WE OFFER:

- Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits;
- Promotional opportunities for dedicated professionals.

TO APPLY, please send resume and cover letter to: jobopportunities@nyshcr.org

New York State is an Equal Opportunity Employer (EOE)