



Homes and Community Renewal

Job Opportunities at New York State Homes and Community Renewal

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Business Analyst

New York, NY

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 Kathy Hochul 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.

HCR, the consortium of New York State housing agencies, is seeking a savvy Junior Business Analyst to join our team.

Position Summary

The Business Analyst will help define, design, develop, and implement goals and initiatives to achieve HCR's strategic mission. They will do this by gathering information using different methods, documenting needs, conducting analysis, and recommending solutions. Once the solution is in place, our Business Analyst will provide support to ensure the solution is successfully implemented.

This role will focus on business analysis, process improvement, and change management. The team member will have a range of techniques and tools, an understanding of analysis frameworks, and a depth of operational analysis knowledge.

Responsibilities

Under the general direction of the Director of Business Transformation, the Business Analyst will:

- Work closely with program managers and their staff throughout the Agency to define and analyze
 - Operational challenges
 - Process improvement opportunities
 - Requirements on assigned projects and initiatives
- Evaluate methods to improve efficiency and cost-effectiveness of HCR's technical and operational processes
- Identify synergies between agency programs' processes and procedures
- Prepare deliverables to manage change improvements to ensure change is integrated across people, process, technology, and information
- Work with various groups to ensure
 - policy and program compliance
 - internal controls compliance
 - data compliance
- Efficiently function as the Subject Matter Expert (SME) who understands and grasps both the technical and functional aspects of large projects
- Work closely with cross-functional teams and the Project Management Office to plan, launch, and deploy timely deliverables
- Organize and lead team meetings as required, publish minutes, action items, and issues



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- Identify, track, evaluate and propose solutions for risks and issues
- Assist in developing training materials and user guides
- Maintain up-to-date technical knowledge by attending education workshops, reviewing product releases, attend vendor user conferences and trainings
- Participate in agency initiatives as required

Preferred Experience and Qualifications

- Bachelor's degree and previous analytical work experience

[TO APPLY, CLICK HERE](#)

Additional Info

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|----------------|---|
| Position Type: | Permanent |
| Work Location: | Manhattan, Midtown East |
| Remote Work: | Onsite as much as possible; with 3 of 5 days per week in the office |
| Start Date: | As soon as possible |