

Position Description

Management Systems Department Business Analyst



Hudson River Park Trust

Reports to: Vice President

FLSA: Non-Exempt

Under the direction of the Vice President of Management Systems for Hudson River Park Trust (the "Trust"), the Business Analyst is responsible for (1) devising and implementing system improvements to enhance organizational and intra-departmental productivity; (2) performing analyses of organizational procedures, data collection and reporting activities; (3) preparing and submitting compliance reports to governmental authorities, and representing the Trust at inter-agency meetings, conferences, and teleconferences; (4) helping develop data driven long term plans and budgets for capital construction, maintenance and Park operations; (5) assisting with a wide range of compliance, internal control, risk management and systems related activities; and (6) supporting and providing quality and compliance control over the procurement activities of the Trust's operating departments, including centralized adherence to government mandated MWBE and Service Disabled Veterans programs and the Trust's own procurement guidelines

Background:

HRPT is a public benefit corporation created by act of the New York State Legislature and a 501(c)(3) not-for-profit organization. The mission of HRPT is to design, construct and operate a prominent, and very heavily used, 4 mile waterfront park on the west side of Manhattan. Approximately 75% of the park has been constructed with a mix of State, City and Federal capital funding; total capital investment in all facilities within the park is approximately \$540 million. The park includes landscaped public piers and display gardens, lawn areas, athletic fields, esplanades, docks, public sculptures and other special features. Also located within the park are several commercial facilities, including the 2,000 space Pier 40 parking garage, the Pier 57 development project site, excursion vessel piers, various restaurant and concession facilities and a large sports complex. HRPT depends on revenue generated from these and other tenants to support its operating expenses.

Responsibilities/Duties:

The Business Analyst is responsible for supporting the Management Systems department in analyzing present practices and implementing solutions geared towards optimization of current resources. Duties include, but are not limited to:

- Develop a strong understanding of the Trust's policies and practices and make recommendations to ensure compliance with relevant statutory rules and regulations;
- Identify, understand, and plan for organizational and employee impacts of planned systems, and ensure that new technical requirements are properly integrated with existing processes and skill sets;
- Assist in the optimization of the agency's Enterprise Resource Planning (ERP) system and work with staff to implement changes and monitor data;

- Analyze current business processes and recommend improvements by preparing alternative work flow solutions;
- Assist in the coordination of strategic initiatives between departments;
- Interpret and administer all data entry requirements relating to MWBE and SDVOB; attend mandatory meetings and calls arranged by the Governor's Office or outside agencies; manage waiver process with staff including proactively thinking through when waivers are required;

Required Education and Experience:

- Bachelor's degree or higher in public or business administration, information technology, finance or a related area and three (3) years of relevant work experience (a Master's degree in the above fields may be substituted for two (2) years of work experience);
- Excellent organizational and analytical skills;
- Experience working with ERP systems (preferably GP Dynamics);
- Familiarity with public sector procedures and operations;
- Proficient with Microsoft Excel and Word; Microsoft Access, Project, and/or Visio are a plus;
- Ability to prioritize tasks in a timely manner within a complex, rapidly evolving, and regulated environment.

Essential Traits:

- Motivated self-starter with ability to work independently
- Sound Business Judgment
- Ethical Conduct
- Strategic Thinking
- Problem Solving/Analysis
- Good Financial and Quantitative Skills
- Collaboration/Congeniality
- Thorough/Detailed/Organized
- Excellent Communication (written and oral)

Compensation/Benefits:

Competitive salary of \$55,000 - \$65,000 annually and excellent benefits package including: paid holidays, vacation time, sick and personal time, medical, dental and vision insurance, and participation in New York State Pension System.

Application Process:

Interested applicants are to submit a cover letter demonstrating their interest in the position and a resume to the Human Resources Department at resumes@hrpt.ny.gov. **Indicate Job Code: 2017 Business Analyst in the subject line of the email.**

No phone calls please.

More information on the Hudson River Park is available at:
www.hudsonriverpark.org

The Hudson River Park Trust is an Equal Opportunity Employer

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.