

Health Research, Inc. effectively evaluates, solicits, and administers external sponsored program funding to financially support projects, programs, and research for the New York State Department of Health.

In this capacity, Health Research, Inc. desires to execute and enter into a consultant agreement for the services of a **Business Analyst Level 3** for the period 12/22/2025 – 07/31/2026. **All contracts and billing will be executed through Health Research, Inc. directly.** Should your company be interested in pursuing this opportunity, please read further.

*****The consultant must be willing to report to work onsite in Menands NY. Do not submit candidates who require remote work or who will not report onsite as needed. You must vet candidates for this qualification and their willingness to move promptly if not within commuting distance. This is non-negotiable.*****

Compensation Details:

Not to exceed \$79/hour

Scope of Work: The Business Analyst will support COVID-19 applications used for preparedness response in emergencies. The incumbent will conduct business analysis activities for various Emergency Preparedness applications undergoing updates with primary focus on Countermeasure Data Management System (CDMS) used for COVID-19 rapid test scheduling and COVID-19 vaccine administration, but also other relevant applications including Incident Management System Dashboard, Medical Emergency Response Inventory Tracking and other grant-related applications as needed.

Mandatory Qualifications:

- This position requires at least a bachelor's degree in Engineering, Computer Science, MIS or equivalent from an accredited institution. A copy of the degree must be submitted with the Candidate Proposal Response.
- 6 years' experience as a Business Analyst working on software enhancements or new application development project(s) gathering and prioritizing business requirements with users and documenting business requirements.
- Candidate must be legally authorized to work in the United States.

Preferred Qualifications

- 6 years' experience with analysis and documentation of complex business rules, workflow processes, and re-engineering business processes.
- 6 years' experience leading meetings and facilitating requirements sessions with business/program subject matter experts including functional requirements, non-functional requirements, and security requirements.
- 6 years' business analysis experience with all phases of application development including requirements analysis, design and development, testing, and maintenance of complex systems and reports.
- 6 years' experience with creating and developing documentation: business requirements, business and system process flows, swim lane diagrams, use cases, user interface mockups, user documentation, and technical specifications.
- 6 years' experience with Visio, Balsamiq, and/or other tools for creating and maintaining process flows and wireframes.

Instructions to apply:

Please review the attached requirements and for the one candidate you wish to propose for this position, submit the resume, copy of candidate Identification (i.e. Driver's License/Green Card/Visa and Passport if applicable) and Contractor Proposal Response to doh.sm.bhnsadmin@health.ny.gov by the **deadline of 11/19/2025, 4:00PM. Late submissions will not be considered. Candidates must be willing to work onsite.** Please note that the Consultant Proposal Response must also include your Federal ID # and Unique Entity Identifier (UEI) #. Your SAM.gov profile must also be up to date.

Candidates will be scored on methodology that considers both cost and technical qualifications.

It is anticipated that interviews for the project will be scheduled for the week of November 19 with expected work to commence no later than December 22, 2025.

The consultant will be expected to work 40 hours per week at our location at 800 N Pearl St, Menands NY 12204

For any questions, please contact us at doh.sm.bhnsadmin@health.ny.gov