



BUDGET AND POLICY ANALYST

Budget Planning and Legislation Unit

Salary: \$55,006 - \$65,164

Reference #24-44

Advance your career in government finance, management, and public policy at the New York State Division of the Budget (DOB)! DOB develops, negotiates, and implements one of the largest government budgets in the country, which provides the fiscal roadmap for State programs, policies, and services.

We are seeking motivated analysts and critical thinkers to join our team. DOB analysts rely on their skills for creative problem solving, attention to detail, and comprehensive communication to respond to emerging challenges, identify and develop solutions, and ensure the fiscal health of the State.

The Budget Planning and Legislation Unit serves as the central control point for the Division of the Budget (DOB) amendment and enactment bills, memo formulations, coordinating assignments and analysis of bills that have passed the Legislature. They are the central liaison for DOB with the Governor's Counsel's Office and the Legislative Bill Drafting Commission. A clearinghouse for information related to legislation and legislative activities.

Responsibilities

Budget and Policy Analysts at DOB are typically involved in:

- Serving as a subject matter expert on constitutional, statutory, and parliamentary requirements of the Executive and Legislature, and monitoring and reporting on legislative activity, including committee agendas and bill activity throughout the two-year legislative cycle.
- Drafting recommendations and materials to guide decision-making, including articulating nuanced issues, illustrating trends and projections, and synthesizing data.
- Providing advice and assistance to other DOB operating units on specific procedural and technical questions related to bills and memorandums.
- Creating technical memorandums for the purpose of collection and dissemination of information as it pertains to legislation and associated DOB-wide assignment coordination.

Qualifications

- Ability to work both independently and collaboratively with diverse stakeholders.
- Fluency in Excel formulas and functions, and other Microsoft applications.
- Strong written, visual, and verbal communication skills.
- Significant knowledge of, or demonstrated ability to learn, a variety of computer software programs and database applications.

The ideal candidate will have analytic ability and a willingness to learn. Key skills for this role include



objectivity, flexibility, and adaptability. Mandatory overtime may be required.

Benefits of Working at DOB

Learn about DOB's benefits: including health and wellness perks; work-life balance programs; and learning and development opportunities at <https://www.budget.ny.gov/employment/benefits.html>.

Experience of Working at DOB

Entry level analysts benefit from the knowledge and mentoring of seasoned staff while learning policy development and implementation. For more on what it's like to work at DOB, check out DOB's Employment [video series](#).

How to Apply

To be considered for this or future positions with DOB, please complete the [Online Employment Application](#) and select "Budget Fellow" as the Title Applying For. Select "Legislative Coordination" in the Professional Interests section for this specific vacancy. Applications are held in DOB's resume database for three months, after which candidates may reapply to be considered for future opportunities.

If you require assistance in applying for employment with the DOB, or if you have any questions about working for DOB, please contact CareerOpportunities@budget.ny.gov.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

The Division of the Budget is proud to be an equal opportunity employer. We celebrate diversity and encourage women, people of color, LGBTQ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. We do not discriminate based on race, religion, color, national origin, sex, sexual orientation, gender identity and/or expression, age, veteran status, disability status, arrest record or criminal conviction history, or any other category protected by law.

We are happy to provide religious accommodations during the hiring process for those in need. If you have a disability or special need that requires a reasonable accommodation, please send a request to Accessibility@budget.ny.gov.

Executive Order 161

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 Office of Employee Relations at (518) 474-6988 or via email at info@oer.ny.gov.