



BUDGET AND POLICY ANALYST

Budget Planning and Legislation Unit

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

Reference #EX-BS-03

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 is responsible for the analysis, development, and implementation of key aspects of the Executive Budget process. The Budget Planning section operates with a significant degree of collaboration, candidates should anticipate cross training on much of the portfolio.

Responsibilities

Budget and Policy Analysts at DOB are typically involved in:

- This position provides the opportunity to work on a wide range of mission critical DOB processes. In performing the above responsibilities, the successful candidate will interact with staff at all levels throughout DOB, State Agencies and Authorities, the Governor's Office, and the Legislature.
- Drafting recommendations and materials to guide decision-making, including articulating nuanced issues, illustrating trends and projections, and synthesizing data.
- Planning and scheduling for development of the Executive Budget through its enactment, including producing the Executive Budget appropriation bills and publications.
- Coordinating the budget planning processing and developing and implement solutions to improve such processes.
- Oversight, maintenance, and user support of various DOB webpages and applications.
- Aiding internal stakeholders on specific procedural and other technical questions -- e.g., assignment guidance and triage of technical or process inquiries.

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.
- Training or interest in project management, procedure and process documentation, systems



management, is a plus.

- Self-starters with independent problem-solving skills, including the ability to research, understand and clarify complex issues and requirements.

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 [Budget 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.