



# BUDGET AND POLICY ANALYST

**Human Services, Housing, and Intergovernmental Relations Unit**    **Salary: \$53,404-63,266**    **Reference #24-03**

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 Human Services, Housing, and Intergovernmental Relations Unit (HIU) is responsible for multiple functions, including oversight of local government finances. HIU also oversees the Office of Temporary and Disability Assistance, the Office of Children and Family Services, the Department of Labor, State housing programs, the Division of Human Rights, and the Division of Veterans Affairs.

## Responsibilities

Budget and Policy Analysts at DOB are typically involved in:

- Developing in-depth knowledge of program areas, including detailed analysis of broader trends (e.g. trends in the policy area, budgetary and spending trends, economic trends and implications, etc.), potential impacts on program operations, and collaborating with counterparts to understand agency and program operations, issues, and challenges.
- Drafting recommendations and materials to guide decision-making, including articulating nuanced issues, illustrating trends and projections, and synthesizing data.
- Managing the State's Financial Plan including by projecting and monitoring spending trends, identifying challenges, and working with counterparts to mitigate fiscal risks.

On the Local Government Team within HIU, the Budget and Policy Analyst will be involved in:

- Tracking, analyzing, and reporting on the fiscal health and various needs of the State's nearly 1,600 counties, cities, towns, and villages, including New York City.
- Helping to oversee \$800 million in annual local aid, manage shared services grants through the Department of State, and delivering on the goals of maintaining services and reducing property taxes via re-engineering local government operations.
- Addressing local government issues and challenges, including analysis, solutions, and project coordination for the Financial Restructuring Board for Local Governments.

## 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.
- The ability to handle multiple competing assignments at a time.

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 [Local Inter-Governmental Relations](#) 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 [personnel@budget.ny.gov](mailto:personnel@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 [personnel@budget.ny.gov](mailto:personnel@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](mailto:info@oer.ny.gov).