



Division of the Budget

Data Analytics Specialist Budget Planning, Operations and Management Unit

Reference #19-07

Responsibilities of the Data Analytics Specialist would include, but are not limited to:

- Develop and deliver automated reporting and analytic solutions to provide transparency, insight, fact-based decision support and the enablement of self-service reporting and analysis.
- Identify and support automation efforts to enable redeployment of time to more value-added activities.
- Design, build, improve and maintain internal reports, processes and analysis.
- Develop, monitor and publish metrics to track agency performance.
- Perform ad hoc data analysis to create visualizations and reports requiring quick turn arounds.
- Manage multi-agency data requests, including building data collection tools that will ensure data accuracy.
- Assist in managing projects and process changes across multiple agencies.
- Establish project plans and timelines.
- Analyze project risks and opportunities.
- Monitor project progress and elevate any issues that arise.
- Act as the point of contact and communicate project status to all participants.
- Assist with the documentation and escalation and resolution of project issues.
- Participate in project status meetings.
- Perform other job-related functions as assigned.

Qualification/Skills:

Required:

- Bachelor's or Master's degree in Computer Science, Engineering, Management Information Systems, Economics, Finance, Math or Statistics or other related field.
- Comfortable working independently and collaboratively in an ambiguous environment on multiple concurrent projects.
- Strong organizational skills with ability to participate in cross-functional teamwork and deliver outcomes.
- Self-motivated, strong sense of ownership/accountability, and results oriented with the ability to manage time and schedules effectively.
- Natural curiosity with a strong desire to learn, maintain, and apply knowledge of emerging BI&A tools, strategy, methodology, and general best practices.
- Demonstrated advanced Excel Skills (VBA).

Preferred

- Previous experience with SQL, SAS, R, Python, GIS Mapping Software and Tableau.

How to Apply:

To be considered for this or future positions with the Budget Division, please complete the [Online Employment Application](#) and select "Data Analytics Specialist" in the Title Applying For section. Applications are held in the Division's resume database for six months, after which candidates may reapply to be considered for future opportunities.

If you have a disability and require assistance in applying for employment with the New York State Division of the Budget, or if you have any questions about working for the Division, please contact personnel@budget.ny.gov.

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