Fiscal Planning Budget and Policy Analyst  
Expenditure/Debt Unit

Reference #22-01
The Expenditure/Debt Unit, commonly referred to as Fiscal Planning, is responsible for the development and management of the State’s Financial Plan and capital market activities. We provide senior policymakers with options for achieving and maintaining balanced budgets, funding capital projects, issuing debt, and addressing emerging public finance problems. In this role, we work with senior policymakers, state agencies, public authorities, and outside advisors to monitor, analyze, and make recommendations on matters affecting the State’s financial position.

The Unit is responsible for developing and issuing key publications that govern the State’s financial activity (and disclosure to investors) including the Financial Plan, Capital Plan and Annual Information Statement. It is therefore an essential stakeholder in the DOB systems that are used to prepare these publications.

Responsibilities of the Budget and Policy Analyst on the Fiscal Planning Team would include, but are not limited to:

- Execution of the Enacted Budget Financial Plan in a manner that adheres to overall fiscal policies and State spending controls and benchmarks.
- Production of the State’s quarterly issued Financial Plan report to the legislature and public.
- Identify, analyze, and explain emerging risks and opportunities affecting the Financial Plan, and options to address them.
- Perform financial forecasting, reporting and operational metrics tracking.
- Analyze past results, perform variance analysis, identify trends, and make recommendations for improvements.
- Recommend actions by analyzing and interpreting data and making comparative analyses.
- Provide support to examiners and agency staff in setting fiscal policy, determining appropriate funding mechanisms, transactional steps, and reporting methods.
- Work with independent groups to summarize information comparing New York with other states.
- Provide subject matter advice and expertise to assist in the development of the cloud-based budgeting application replacing the Division’s current Budget Making System, including testing, change management, and related activities.

Qualification/Skills:
The candidates must be able a self-starter that demonstrates:

- Strong analytical skills;
- Proven work experience in a role requiring regular and complex quantitative analysis;
- Excellent interpersonal communication (written and verbal) and problem-solving skills; and
- Fluency with Excel formulas and functions, other Microsoft applications, Statewide Financial System, and DOB’s budgeting systems.

How to Apply:
To be considered for this or future positions with the Budget Division, please complete the Online Employment Application and select “Fiscal Planning” in the Professional Interests 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 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.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER