Parks & Agriculture Budget and Policy Analyst
Economic Development, Environment and Energy Unit
Reference #22-62

The candidate will be part of a three-person team with budgetary responsibility for parks and agriculture related agencies. Specifically, the incumbent will be responsible for the following agencies and authorities: Office of Parks, Recreation, and Historic Preservation, Adirondack Park Agency, the Hudson River Park Trust, and the Hudson River/Black River Regulating District.

Responsibilities of the Budget and Policy Analyst on the Parks & Agriculture Team would include, but are not limited to:

- Analyzing, developing, and defending budget and programmatic recommendations.
- Facilitating and monitoring budget execution and implementation.
- Collaborating with staff from the Governor’s Office, the Legislature, agencies, and other units within the Division of the Budget on issues that cross over assignments.
- Representing the Division in meetings with agency and authority fiscal and program staff.
- Drafting legislation and bill memorandums; and,
- Tracking revenues, monthly allocations, disbursements, and staffing against fiscal and personnel plans, providing periodic reports to management and other functions, as assigned.

Qualification/Skills:
Candidates should enjoy working closely with colleagues within a collaborative team setting and be able to: prepare, analyze, and effectively present fiscal information; communicate clearly and concisely, both verbally and in writing; manage multiple assignments; demonstrate initiative in formulating constructive recommendations on issues; and work proficiently with Microsoft applications.

How to Apply:
To be considered for this or future positions with the Budget Division, please complete the Online Employment Application and select “Environment” 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