Transit and DMV Budget and Policy Analyst  
Transportation and Transit Unit  

Reference #22-64  

The successful candidate will be a member of the Transportation and Transit Unit, which has budgetary responsibility for the State's extensive transportation network including the Department of Transportation, Metropolitan Transportation Authority, Department of Motor Vehicles, Thruway Authority, public transit systems, bridge and port authorities, and rail and aviation systems.  

This position will be part of the team responsible for budgeting the Department of Motor Vehicles. The incumbent will be responsible for coordinating all State Operations, Local Assistance and Capital Project aspects of the assignment.  

Responsibilities of the Budget and Policy Analyst on the Transit and DMV Team would include, but are not limited to:  
- Developing and reviewing budget and programmatic recommendations;  
- Facilitating and monitoring budget execution activities;  
- Representing the Division in meetings with agency and authority fiscal and program staff;  
- Drafting legislation and bill memorandums;  
- Tracking revenues, disbursements, and staffing against fiscal and personnel plans;  
- Providing periodic reports to management; and  
- Other functions as assigned.  

Qualification/Skills:  
Candidates should have strong analytical, written, and verbal communication skills; the ability to think creatively and strategically; and the ability to work independently and as a member of a team. Candidates are also expected to be proficient in the use of office technology and 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 “Transportation” 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.  

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