



# Division of the Budget

## Personal Income Tax Budget and Policy Analyst

### Economics and Revenue Unit

Salary: \$53,404 - \$63,266

Reference #22-74

The incumbent will operate within a two-person team that provides analysis of matters related to the Personal Income Tax (PIT) and the Employer Compensation Expense Program (ECEP). The team is responsible for revenue receipts tracking, providing revenue forecasts through a variety of quantitative methods, and analysis of active and potential legislation.

### Responsibilities of this Budget and Policy Analyst would include, but are not limited to:

- Monitoring and producing high-frequency data reports of receipts/disbursements from withholding, estimated payments, final returns, delinquent collections, and refund payments;
- Projecting Financial Plan cash flow variances and identifying risks to the Plan;
- Contributing to the production of PIT and ECEP revenue forecasts based on inherited economic variable forecasts, knowledge of collections trends, variation in business day timing, upcoming of tax law and administrative changes, and legislative proposals;
- Presentation of quantitative data analysis in a group setting through the use of tables and graphs;
- Analyzing programmatic implications of legislation and developing related cost estimates, including timing of the effects on the Financial Plan;
- Researching tax actions taken by other states and the Federal Government, and providing analysis of the ramifications on New York State taxpayers and revenues;
- Assisting in the development of Executive Budget proposals; and
- Providing production support for quarterly and annual Division publications.

### Qualification/Skills:

Applicants must possess proficiency in quantitative analysis; have strong written and verbal communication skills; and have an understanding of introductory-level economics. Candidates must be well-versed in Microsoft Excel and Word. Experience with econometrics and/or SAS is preferred, but not required.

### How to Apply:

To be considered for this or future positions with the Division of the Budget (DOB), please complete the [Online Employment Application](#) and select "Revenue/Tax" in the Professional Interests section. Applications are held in the DOB'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 DOB, please contact [personnel@budget.ny.gov](mailto:personnel@budget.ny.gov).

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