



## **Fiscal Planning Budget and Policy Analyst**

### **Expenditure/Debt Unit – Fiscal Planning**

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

**Reference #23-26**

The Expenditure/Debt Unit - Fiscal Planning (FPU) is responsible for the development and management of the State's Financial Plan. The unit provides the Division of the Budget's (DOB) leadership with options for achieving and maintaining balanced budgets and addressing emerging public finance problems. In this role, we work with senior policymakers, DOB examiners and state agencies to monitor, analyze, and make recommendations on matters affecting the State's more than \$230 billion All Funds budget.

The FPU is responsible for developing and issuing the statutorily required quarterly Financial Plans that govern the State's financial activity and executing cash management transactions throughout the fiscal year. FPU also works closely with the Expenditure/Debt Unit - Capital Debt (CDU) preparing financial disclosure to investors in the Annual Information Statement and bond rating agency presentations. Currently, FPU is assisting with the development of the future DOB system that is expected to replace the current IBS used to prepare the Financial Plan publications.

In addition, FPU provides internal (i.e., BEST training for new examiners) and external training to groups interested in the State's Financial Plan and budgeting process; such groups include OER, Excelsior Fellows, and foreign countries looking to reform or revitalize their existing budgeting structures.

From a day-to-day perspective, FPU's primary role is to provide line unit management and examiners with general assistance in reviewing operating results, estimates, revisions, and funding needs to identify, assess, and address fiscal variances and risks to the State's Financial Plan.

### **Responsibilities of the Fiscal Planning Budget and Policy Analyst 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.
- Identification, analyzing, and explaining emerging risks and opportunities affecting the Financial Plan, and options to address them.
- Performing financial forecasting, reporting and operational metrics tracking and analysis.
- Analyzing past results, performing variance analyses, identification of trends, and making recommendations for improvements.
- Recommending actions by analyzing and interpreting data and making comparative analyses.
- Providing support to examiners and agency staff in setting fiscal policy, determining appropriate funding mechanisms, transactional steps, and reporting methods.
- Working with independent groups to summarize information comparing New York with other states.

Providing subject matter advice and expertise to assist in the development of the cloud-based budgeting application replacing the DOB's current Budget Making System, including testing, change management, and related activities.

### **Qualification/Skills:**

. Candidates must be self-starters who demonstrate:

- 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.
- 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 DOB, please complete the [Online Employment Application](#) and select "Budget Fellow" as the Title Applying For and select "Fiscal Planning" in the Professional Interests section. Applications are held in DOB's resume database for three 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](mailto:personnel@budget.ny.gov).

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**