



## Division of the Budget

### **OMH/OASAS/OPWDD Budget and Policy Analyst**

#### **Mental Hygiene Unit**

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

**Reference #23-37**

The successful candidate will serve on one of three teams responsible for the development, negotiation, and execution of the Office of Mental Health (OMH), Office of Addiction Services and Supports (OASAS), or Office for People with Developmental Disabilities budget. The Mental Hygiene agencies support services to more than one million individuals, including approximately 900,000 people with mental illness, 731,000 individuals in substance use disorder or problem gambling programs, and 131,000 individuals with intellectual and developmental disabilities.

#### **Responsibilities of the OMH/OASAS/OPWDD Budget and Policy Analyst would include, but are not limited to:**

- Analyzing spending patterns to identify trends and make recommendations to ensure compliance with current year cash projections.
- Tracking and assessing monthly service utilization.
- Evaluating Medicaid rate changes and amendments to the State Plan.
- Analyzing and offering recommendations for various transactions related to grants to not-for-profit organizations.
- Analyzing and offering recommendations on various State Operations transactions, including agency spending and personnel requests.
- Developing new State workforce initiatives.
- Forming new reporting methods for monthly analysis of agency spending.
- Making recommendations for capital projects at State facilities and voluntary-operated community-based programs.

#### **Qualification/Skills:**

Applicants must have strong quantitative, analytical, and writing skills; perform well independently and as part of a team; communicate clearly and concisely; and have significant experience in Microsoft Excel and Word.

#### **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 "Mental Health 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 DOB, 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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