



Economic Development Capital Budget and Policy Analyst Economic Development, Environment and Energy Unit

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

Reference #23-38

The Economic Development, Environment, and Energy Unit is recruiting a highly motivated individual to be a member of a three-person team responsible for the State's economic development and discretionary capital portfolio, including budgetary oversight of the Empire State Development Corporation, Department of Economic Development, Dormitory Authority of the State of New York, and several other public authorities. The successful candidate will have primary responsibility for coordinating and monitoring capital programs, projects, and initiatives within the economic development portfolio.

Responsibilities of the Economic Development Capital Budget and Policy Analyst would include, but are not limited to:

- Analysis of existing economic development and discretionary capital programs.
- Development of policy and fiscal recommendations for the Executive Budget.
- Analysis of policy issues such as workforce development, excelsior tax credits, capital investments in large-scale commercial sites, discretionary capital programs, and other special projects.
- Review and analysis of legislation.
- Assisting the development, implementation, and monitoring of economic development initiatives.
- The individual's assignment will include developing and reviewing budget and programmatic recommendations.
- Facilitating and monitoring budget execution activities on one or more of these agencies and authorities.
- Multi-layer analysis of capital programs, maintaining capital project databases.
- Tracking disbursements against fiscal plans.
- Representing the Division of the Budget (DOB) in meetings with agency and authority fiscal and program staff.
- Drafting legislation and bill memorandums.
- Providing periodic reports to management and other functions as assigned.

Qualification/Skills:

The successful candidate must have strong analytical, and writing skills, demonstrate an attention to detail, possess good interpersonal skills, and have the ability to work well both independently and as part of a team.

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 "Economic Development" 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.

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