



## **Economic Development Budget and Policy Analyst**

### **Economic Development, Environment and Energy Unit**

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

**Reference #23-38**

The successful candidate will be a member of a three-person team responsible for the State's economic development agencies, including the Empire State Development Corporation (ESDC), Department of Economic Development (DED), Dormitory Authority of the State of New York (DASNY), and other various public authorities. Specifically, the successful candidate will be responsible for coordinating all State Operations and Local Assistance aspects related to the economic development agencies, as well as organizing and tracking capital projects, and monitoring operations of the public authorities within the economic development portfolio.

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

- Oversee the implementation of nation leading high-tech projects, statewide small business assistance programs, NYS tourism, and workforce development initiatives.
- Analyze and develop high-level policy and fiscal recommendations for the Executive Budget.
- Track disbursements and staffing levels against fiscal and personnel plans.
- Assist in the development, implementation, and monitoring of agency initiatives.
- Represent the Division of the Budget (DOB) in meetings with agency and authority fiscal and program staff.
- Draft legislation and bill memorandums.
- Produce memos and papers for use by the Front Office and Executive staff.
- Work closely with Chamber, agency fiscal staff, and the DOB's Front Office.

### **Qualification/Skills:**

The successful candidate must have strong analytical, and writing skills, demonstrate and attention to the 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](mailto:personnel@budget.ny.gov).

### **AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

The New York State Division of the Budget is an Equal Opportunity employer that values a diverse and equitable workplace. We do not permit discrimination based on race, age, creed, color, religion, gender/sex, military status, sexual orientation, marital status, familial status, national origin, predisposing genetic characteristics, or physical or mental disability, domestic violence victim status, arrest/criminal conviction record, pregnancy and related conditions, gender identity or expression, sexual harassment, immigration status, or hair texture or protective hair styles.

## Executive Order 161:

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Office of Employee Relations at (518) 474-6988 or via email at [info@oer.ny.gov](mailto:info@oer.ny.gov).