



Special Education Budget and Policy Analyst

Education and Arts Unit

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

Reference #23-49

The Education and Arts Unit is recruiting for a position in the section responsible for analyzing, developing, and administering budgets related to P-12 education programs outside of School Aid and administered by the State Education Department. Specific program areas include, but are not limited to, special education for preschool and school-age students with disabilities; tuition rate-setting for special education providers; non-public schools; child nutrition; Native American education; and federal education programs.

Responsibilities of the Special Education Budget and Policy Analyst would include, but are not limited to:

- Analyzing and developing policy and fiscal recommendations for the Executive Budget.
- Overseeing the implementation of Enacted Budget initiatives and programs.
- Analyzing program performance and achievement of program priorities.
- Reviewing preschool and school-age special education programs and provider funding.
- Scrutinizing trends and issues associated with the special education rate-setting system and recommending improvements.
- Examining federal education-related policies and proposals.
- Evaluating, analyzing, and preparing formal recommendations on proposed legislation and tuition rate certificates.
- Monitoring program spending activities, ensuring that the State's Financial Plan objectives are achieved, and updating the State's Financial Plan.

This position will provide broad-based budgeting experience and the opportunity to participate in many complex fiscal and policy issues which will involve frequent interaction and collaboration with other DOB and State agency staff.

Qualification/Skills:

The successful candidate must have strong quantitative and qualitative analytical skills and written and verbal communication skills, be proficient in Microsoft Excel, demonstrate an attention to detail, and enjoy working with peers within a supportive and creative team environment.

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 "Special Education" 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.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER