



Fiscal Planning Budget and Policy Analyst

Fiscal Planning Unit

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

Reference #23-52

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

FPU is responsible for developing and issuing the statutorily required quarterly Financial Plans that govern the State's financial activity as well as executing cash management transactions throughout the fiscal year. FPU also works closely with the Capital Debt Unit 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 budget making system that is expected to replace the current system used to prepare the Financial Plan publications. In addition, FPU provides internal and external training to groups interested in the State's Financial Plan and budgeting process.

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 include, but are not limited to:

- Executing and monitoring the Enacted Budget Financial Plan to ensure financial activity adheres to overall fiscal policies, State spending controls, and benchmarks.
- Producing the State's quarterly issued Financial Plan report to the legislature and public.
- Identifying, analyzing, and explaining emerging risks and opportunities affecting the Financial Plan.
- Performing financial forecasting, reporting, and operational metric tracking, and analysis.
- Analyzing past results, performing variance analysis, identifying trends, and making recommendations for improvements.
- Formulating and presenting recommendations based on independent analysis, interpretation of data and information.
- 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 that compares New York with other states.
- Providing advice and expertise to assist in the development of the cloud-based budgeting application replacing DOB's current Budget Making System, including testing, change management, and related activities.

Qualification/Skills:

- Strong analytical skills.
- Initiative and the ability to work well with others.
- 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 DOB, or if you have any questions about working for DOB, please contact personnel@budget.ny.gov.

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