



Fiscal Planning Budget and Policy Analyst

Fiscal Planning Unit

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

Reference # 23-52

The Division of the Budget (DOB) is responsible for assisting the Governor in the development of the Executive Budget and serves as the Governor's primary advisor on fiscal and related policy matters. New York State has one of the largest government budgets in the country with an annual budget of over \$230 billion that allows the State to provide critical services to meet the needs and improve the lives of its 19 million plus citizens.

The Fiscal Planning Unit (FPU) is responsible for the development and management of the State's Financial Plan, which governs the State's financial activity and is statutorily required to be issued on a quarterly basis. FPU provides DOB's leadership with options for achieving and maintaining balanced cash budgets, a constitutional requirement and core mission of the agency, and addressing emerging public finance problems. FPU works with senior policymakers, DOB staff and State agencies to monitor, analyze, and make recommendations on matters affecting the State's dynamic budget. FPU provides DOB's management and staff, who have budgetary responsibility over specific State agencies, with general assistance in reviewing monthly operating results, annual spending estimates, and funding needs to help identify, assess, and address risks to the State's Financial Plan. In addition, FPU assists in the production of financial disclosure materials for investors, including the Annual Information Statement, as well as providing briefings and training to internal and external groups interested in the State's Financial Plan and budgeting process.

The successful candidate will be part of a team responsible for the analysis, development, and implementation of key aspects of the Executive Budget process. FPU operates with a significant degree of collaboration, and this position provides the opportunity to work on a wide range of mission critical DOB processes.

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 for the legislature and public.
- Identifying, analyzing, and explaining emerging risks and opportunities affecting the Financial Plan.
- Performing financial forecasting, reporting, 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, and 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:

Candidates should demonstrate:

- Strong analytical skills.
- Initiative and the ability to work well with others.
- Work experience in a role requiring quantitative analysis.
- Possess good interpersonal communication (written and verbal) and problem-solving skills. Fluency with Excel formulas and functions and other Microsoft applications.

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.

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.