



## **Tax & Finance, Financial Services and Tax Appeals Budget and Policy Analyst**

**Economic Development, Environment and Energy Unit**

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

**Reference #23-61**

The selected candidate will serve as a member of the Department of Tax & Finance, Department of Financial Services, and Division of Tax Appeals Team within the Economic Development, Environment, and Energy Unit. This team is responsible for the development, negotiation, and execution of the State Operations and Local Assistance Budgets for the Department of Tax & Finance (DTF), the Division of Tax Appeals (DTA), and the Department of Financial Services (DFS).

### **Responsibilities of the Tax & Finance, Financial Services and Tax Appeals Budget and Policy Analyst include, but are not limited to:**

- Analyzing and making recommendations on DTF's, DTA's, and DFS' plans for funding and operation of their programs.
- Evaluating and developing policy and fiscal recommendations for the Executive Budget.
- Overseeing the implementation of Enacted Budget initiatives and programs.
- Assisting in the development, implementation, and monitoring of important Agency initiatives such as:
  - Major IT Modernization projects across all three agencies.
  - Regulation of Virtual Currency and Pharmacy Benefit Managers (DFS) and expanded enforcement initiatives to address unlicensed sales of Cannabis (DTF).
- Reviewing legislation and preparing bill memoranda and correspondence.
- Producing memos and papers for use by the Front Office and Executive staff.
- Working closely with agency and Division of the Budget (DOB) staff to accomplish DOB assignments and Executive Initiatives.

### **Qualification/Skills:**

The successful candidate must have strong analytical and writing skills, demonstrate attention to detail, possess good interpersonal skills, and 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 "Revenue/Tax" 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).