Data and Technology Analyst
Administrative Services Unit – Data and Technology Office
Salary: $50,408 - $63,266
Reference #23-70

The Division of the Budget (DOB) provides a critical link between government-finance, policy, and management, including developing, negotiating, and implementing one of the largest government budgets in the country. DOB serves as the lead fiscal advisor to the Governor and their administration.

DOB's fast paced, dynamic environment requires rapid response to new initiatives plus continual improvement to existing processes. Our Data and Technology Office supports the organization by providing Data Analysis, Business Analysis, Project Management, and Application Support across a wide variety of critical business and programmatic efforts.

The Data and Technology Office works with DOB business units, the Office of Information Technology Services, and other stakeholders to:
- Assist DOB business units to optimize operations with the enablement of technology.
- Encourage a data-driven culture by promoting the use of data and analytics in decision-making.
- Continually improve and innovate agency operations by evaluating current norms and recommending changes.
- Support development and implementation of the New York State budget.
- Provide relevant budget data to New Yorkers and other interested stakeholders.

We are seeking creative problem solvers and analytical thinkers with a background in Data Analysis, Business Analysis and Project Management to join our team. Successful candidates will be expected to utilize the full range of business analysis and project management processes, tools, and techniques.

Responsibilities of the Data and Technology Analyst include, but are not limited to:
- Identifying and developing opportunities to improve the use of data to inform decision-making by researching the current situation and developing and implementing a roadmap to achieve the future vision.
- Aiding DOB business units in accessing, transforming, and using programmatic and fiscal data by managing DOB's diverse data sets and business intelligence tools.
- Serving as DOB's expert and resource for a variety of existing technical platforms such as Tableau, Cognos BI, and Microsoft 365 Power Platforms.
- Exploring and researching where new technology may better fit business needs, including offering training sessions.
- Supporting day-to-day business operations by leveraging the Microsoft 365 application suite, particularly with DOB's wide use of Microsoft Teams and SharePoint.
- Supporting projects by building relationships with various stakeholders to understand and document business needs and desired outcomes, elicit requirements, and to identify and assess risks.

Candidates will enjoy a close working relationship with their peers to develop solutions and manage projects. The ideal candidate will enjoy the freedom to work on solving problems in innovative ways. Specific technical experience is not required, and candidates can expect access to a wide array of professional and career development opportunities.

Qualification/Skills:

- Strong professionalism and communication skills. Successful candidates will be expected to work independently and alongside other DOB teams to build strong working relationships.
- Comfort working with technology, including Microsoft 365 applications.
- Experience with business intelligence reporting tools (Tableau, Power BI, OBIEE, IBM Cognos) is a plus.
- Experience analyzing problems, developing solutions, and presenting findings to stakeholders.
- Familiarity with both project management frameworks and software development lifecycles.

How to Apply:

To be considered for this or future positions with DOB, interested candidates should submit a resume to dob.sm.DataandTechnology@budget.ny.gov.

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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