



Budget Planning Budget and Policy Analyst

Budget Planning and Legislation Unit

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

Reference #23-93

The successful candidate will be part of a team responsible for the analysis, development, and implementation of key aspects of the Executive Budget process.

The Budget Planning team operates with a significant degree of collaboration, and while this posting is for a specific position, candidates should anticipate cross training on much of the portfolio.

Responsibilities of the Budget Planning Budget and Policy Analyst include, but are not limited to:

- Procedure planning and scheduling for development of the Executive Budget through its enactment, including producing the Executive Budget appropriation bills and related publications.
- Develop and draft guidance (technical memorandums and other as-needed assignments) for examiners - based on the planning and scheduling of the budget process - to obtain specific Division-wide information, namely, at the request of the Front Office.
- Review and update the Division of the Budget (DOB) Operations Manual.
- Responsibility for the State's Special Emergency Appropriations.
- Analyze process and systems needs and develop/implement solutions to improve the budget process, including the Division-wide collection of information (e.g., Tableau dashboards).
- Provide assistance to examination unit staff on specific procedural and other technical questions (e.g. on appropriation bills and other Executive Budget documents).

This position provides the opportunity to work on a wide range of mission critical DOB processes. In performing the above responsibilities, the successful candidate will interact with staff at all levels throughout the Budget Division, the Governor's Office, and various State agencies. The incumbent will also initiate, and participate in, efforts to improve DOB's procedures and automated systems.

Qualification/Skills:

Candidates for this position should be self-starters with strong analytical and independent problem-solving skills, including the ability to research, understand and clarify complex issues and requirements.

Candidates must also have strong interpersonal, oral, and written communication skills, the ability to prioritize activities and effectively deal with competing demands.

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 "Budget Coordination" 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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