



Division of the Budget

Capital Planning and Financing Budget and Policy Analyst

Capital/Debt Unit

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

Reference #23-99

The Capital/Debt Unit (CDU) is responsible for the development and execution of the State's multi-year Capital Program and Financing Plan. CDU provides senior policymakers with accurate, clear and timely information and advice on capital and debt issues, offers prudent solutions on public finance matters and provides investors (and the public at large) with complete, accurate information on the State's financial condition so they can make informed judgments when investing in State bonds.

The Capital Section within CDU is responsible for central oversight of the State's capital budget and for tracking information on capital projects that is used to issue bonds. CDU has recently implemented new Statewide policies and procedures to track spending on capital projects in the State's central accounting system, the Statewide Financial System (SFS). The candidate chosen for this position will be part of a team that is primarily responsible for ensuring those policies and procedures are being followed by State agencies, while also further improving and developing the State's capital budgeting process. The candidate will actively monitor and transact in SFS, in order to support the issuance of State debt and develop comprehensive reporting on capital expenditures and bond proceeds.

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

- Work with State agencies, public authorities, DOB line units, and SFS to ensure capital project data in SFS is thorough and accurate.
- Review, analyze, and report on capital project data in SFS to inform and facilitate State and Federal tax diligence for State bond sales.
- Regularly update transactional fields in the Project Costing module of SFS to track financing sources for capital projects.
- Help develop, produce, and implement the State's multi-year Capital Program and Financing Plan.
- Help develop, produce, and implement reporting on State capital spending.
- Participate in special projects related to capital planning.
- Complete other tasks as assigned by management.

Qualification/Skills:

Candidates must be able to manage projects; possess strong communication, analytical, writing, research, interpersonal, and problem-solving skills; and be proficient with Excel, PowerPoint, Word, SFS, and SFS Analytics.

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 “Capital Financing” 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

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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.