



**Budget and Policy Analyst
General Government and Workforce Unit
Federal Grants Management Team
Salary: \$53,404 – \$63,266
Reference #24-05**

The Federal Grants Management Team, within the Federal Section of the General Government and Workforce Unit (GWU) is seeking a candidate to assist the COVID Project Management (COVID PM) effort to seek Federal Emergency Management Agency (FEMA) reimbursement for the State's COVID-19 response and recovery activities. GWU's Federal Section is responsible for coordinating certain Division of the Budget (DOB) roles and responsibilities across the Federal grants lifecycle, including analysis of the Federal Budget and corresponding legislative and regulatory actions, the tracking of major Federal initiatives, the management of large centralized Federal Grants such as the State and Local Fiscal Recovery Fund (SLFRF) and FEMA Disaster Relief activities related to the COVID-19 pandemic, and compliance with State and Federal audit and internal control standards.

The Federal Grants Management Team is responsible for maintaining detailed records of FEMA activities, expenses, and communications; providing accurate and timely reports to DOB and agency leadership; researching and addressing FEMA request for information (RFIs) from the Division of Homeland Security and Emergency Services (DHSES) and FEMA point of contacts; and performing FEMA expense reviews to confirm completeness and accuracy by examining supporting documentation to validate claims and verifying all updates are reflected accurately and in a timely manner.

The selected candidate will serve as a central point of communication for project stakeholders, project teams, leadership, and external partners and will be trained in all elements of FEMA project data and must be responsive to requests for status updates and reports.

Responsibilities of the Budget and Policy Analyst on the Federal Grants Management Team include, but are not limited to:

- Managing schedules, coordinating meetings, and tracking deliverables.
- Documenting meeting outcomes, decisions, and action items. Identifying and mitigating project risks with contingency plans.
- Monitoring project workstreams, key objectives, milestones, and status.
- Providing project reporting oversight – including generating and distributing reports on project metrics; coordinating with COVID PM staff to gather needed information to inform required reporting and collaborating with Tableau dashboard owners to enhance and/or new dashboard visualizations.
- Participating in the preparation of FEMA project documents, including but not limited to performing compliance activities.

Qualification/Skills:

Candidates must have excellent interpersonal skills, strong oral and written communication, research skills and be detail oriented. Candidates should have a significant knowledge of, or demonstrated ability to learn, a variety of computer software programs and database applications.

How to Apply:

To be considered for this or future positions with DOB, please complete the [Online Employment Application](#) and select “General Government” as the Title 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 Division of the Budget is proud to be an equal opportunity employer. We celebrate diversity and encourage women, people of color, LGBTQ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. We do not discriminate based on race, religion, color, national origin, sex, sexual orientation, gender identity and/or expression, age, veteran status, disability status, arrest record or criminal conviction history, or any other category protected by law.

We are happy to provide religious accommodations during the hiring process for those in need. If you have a disability or special need that requires a reasonable accommodation, please send a request to personnel@budget.ny.gov.

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.