



Division of the Budget

Budget and Policy Analyst General Government and Workforce Unit Federal Legislation and Awards Team

Salary: \$53,404 – \$63,266

Reference #24-06

The Federal Legislation and Awards Team, within the Federal Section of the General Government and Workforce Unit (GWU) is seeking a candidate to work on a range of key Division of the Budget (DOB) activities related to New York State's receipt and use of Federal dollars. GWU's Federal Section is responsible for coordinating certain 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 Federal Emergency Management Agency (FEMA) Disaster Relief activities related to the COVID-19 pandemic, and compliance with State and Federal audit and internal control standards.

Federal Legislation and Award Team members function as the DOB's primary monitor of congressional and executive actions by the Federal government, including the identification of potential impacts to the New York State Financial Plan, and are also members of the COVID Project Management Team (COVID PM) with responsibility for achieving State Financial Plan goals for both the SLFRF and FEMA programs.

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

- Analysis and tracking of the development of Federal legislation and policies with potential fiscal implications for New York State, with a particular focus on State Financial Plan impacts.
- Coordination of multi-unit assignments to consolidate DOB-wide review of various Federal proposals.
- Providing updates on relevant Federal developments and serving as a resource for DOB staff and the Governor's Office.
- Working as a member of the COVID PM team, consisting of both State staff and contract staff assigned to the management of Federal COVID funding – including but not limited to the development, submission, request for information, approval, closeout, and payment associated with COVID-19 FEMA projects.
- Participating in the development of guidance and instructions for agencies related to Federal Grants Management (including but not limited to FEMA and SLFRF programs).
- Maintaining fluency with Federal guidance and regulations regarding use and reporting of funds.
- Supporting the production of materials for audit review.

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.