



BUDGET AND POLICY ANALYST

Business Analyst

Salary: \$56,655- \$67,119

Reference # [EX-AD-06](#)

DOB develops, negotiates, and implements one of the largest government budgets in the country, which provides the fiscal roadmap for State programs, policies, and services.

DOB's fast paced, dynamic environment requires rapid response to new initiatives while delivering continual improvement to existing processes. Our Data and Technology Office (DTO) supports DOB by working with DOB units, the Office of Information Technology, and other stakeholders to provide Business Analysis, Project Management, Data Analysis, and Application Support across a wide variety of critical business and programmatic efforts by:

- Managing and prioritizing a wide variety of business and process improvement technology efforts.
- Optimizing operations through more effective use of technology.
- Encouraging a data-driven culture by promoting the use of data and analytics in decision-making.
- Continually improving and innovating agency operations by evaluating current norms and recommending changes.
- Supporting development and implementation of the New York State budget.
- Providing relevant budget data to New Yorkers and other interested stakeholders.

We are seeking creative problem solvers and analytical thinkers with a background in Business Analysis and Project Management to join our team. 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. Candidates can expect access to a wide array of professional and career development opportunities.

Responsibilities

Using the full range of business analytics and project management processes, tools, and techniques, the successful candidate will:

- Drive business process reengineering efforts by identifying and documenting as-is and to-be processes, performing fit-gap analysis, and identifying possible process improvements including opportunities to leverage technology.
- Develop and implement a plan to achieve identified process improvements.
- Build relationships with various stakeholders to understand and document business needs, desired outcomes, elicit requirements, and to identify and assess risks.
- Ensure quality by validating and verifying requirements and deliverables throughout a project's life cycle.
- Provide accurate and timely communications to stakeholders to ensure expectations are understood and appropriately set.



- Facilitate meetings with stakeholders from various levels within DOB and across other agencies and organizations.
- Support ongoing enhancements to DOB's technology environment and applications.

Qualifications

Minimum qualifications for our title series can be found on our [Salaries and Career Paths](#) page. Candidates for this position should demonstrate the following:

- Ability to work both independently and collaboratively with diverse stakeholders.
- Fluency in Excel formulas and functions, and other Microsoft applications.
- Strong written, visual, and verbal communication skills.
- Experience analyzing problems, developing solutions, and presenting findings.
- Experience with software development and familiarity with software development lifecycles.

All positions are located in Albany, NY, and weekly onsite work is required coupled with some remote work flexibility. Mandatory overtime may be required.

Benefits of Working at DOB

Learn about DOB's benefits: including health and wellness perks; work-life balance programs; and learning and development opportunities at <https://www.budget.ny.gov/employment/benefits.html>.

Experience of Working at DOB

Entry level analysts benefit from the knowledge and mentoring of seasoned staff while learning policy development and implementation. For more on what it's like to work at DOB, check out DOB's Employment [video series](#).

How to Apply

To be considered for this or future positions with DOB, please complete the [Online Employment Application](#) and select "Business Analyst" as the Title Applying For. 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 CareerOpportunities@budget.ny.gov.

AN EQUAL OPPORTUNITY 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 Accessibility@budget.ny.gov.