



# BUDGET AND POLICY ANALYST

Human Services, Housing, and Intergovernmental  
Relations Unit

Salary: \$55,006 - \$65,164

Reference # EX-HI-04

Advance your career in government finance, management, and public policy at the New York State Division of the Budget (DOB)! 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.

We are seeking motivated analysts and critical thinkers to join our team. DOB analysts rely on their skills for creative problem solving, attention to detail, and comprehensive communication to respond to emerging challenges, identify and develop solutions, and ensure the fiscal health of the State.

The Human Services, Housing, and Intergovernmental Relations Unit (HIU) is responsible for multiple functions including the oversight of intergovernmental finances, policy, and programmatic activities that impact the State financial plan and budgeting for agencies that provide child care, housing, adult protective/domestic violence, and some Medicaid services to New Yorkers.

## Responsibilities

Budget and Policy Analysts at DOB are typically involved in:

- Developing in-depth knowledge of program areas, including detailed analysis of broader trends (e.g trends in the policy area, budgetary and spending trends, economic trends and implications, etc.), potential impacts on program operations, and collaborating with counterparts to understand agency and program operations, issues, and challenges.
- Drafting recommendations and materials to guide decision-making, including articulating nuanced issues, illustrating trends and projections, and synthesizing data.
- Managing the State's Financial Plan including by projecting and monitoring spending trends, identifying challenges, and working with counterparts to mitigate fiscal risks.
- Budgeting for various programs including Childcare, Home Visiting, Adult Protective/Domestic Violence (AP/DV) services, and OCFS's portion of Medicaid services.

## Qualifications

- 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.
- The ability to identify, formulate and present ideas, approaches, and solutions necessary to support and advance budget recommendations and program operations.

The ideal candidate will have analytic ability and a willingness to learn. Key skills for this role include



objectivity, flexibility, and adaptability. 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 "Budget Fellow" as the Title Applying For. Select [Local Inter-Governmental Relations](#) in the Professional Interests section for this specific vacancy. 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](mailto:CareerOpportunities@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 [Accessibility@budget.ny.gov](mailto:Accessibility@budget.ny.gov).