



BUDGET AND POLICY ANALYST OPPORTUNITIES

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.

Our Work

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.
- Assessing and analyzing the potential fiscal implications of policy proposals and State legislation.

Qualifications

DOB seeks candidates with analytic ability, strong written, visual, and verbal communication skills, the ability to work independently as well as collaboratively with diverse stakeholders, and who are fluent in Microsoft applications. The ideal candidate will have an aptitude for problem-solving, adaptability, and a willingness to learn.

Many candidates join our team as Budget and Policy Analysts through the non-competitive Budget Fellow title series, which **does not require a civil service exam**. Starting salaries are based on education and experience:

Budget Fellow I: Salary of \$55,006. Requires a Bachelor's degree.

Budget Fellow II: Salary of \$61,340. Requires a Master's degree; OR, a Bachelor's degree and one year of relevant experience.

Budget Fellow III: Salary of \$65,164. Requires a Doctoral degree; OR, a Master's degree and one year



of relevant experience; OR, a Bachelor's degree and two years of relevant experience; OR, a Bachelor's degree and three years of professional experience including one year of relevant experience.

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 participate in a robust portfolio of training and staff development opportunities, while also benefiting from the knowledge and mentoring of experienced staff. 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](#).

Contact Info:

Human Resources Office
NYS Division of the Budget
State Capitol
Albany, NY 12224
careeropportunities@budget.ny.gov

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.