



NEW YORK CITY FIRE DEPARTMENT JOB VACANCY NOTICE

CIVIL SERVICE TITLE Administrative Staff Analyst, NM	Title Code # 1002A
OFFICE TITLE Budget Analyst	SALARY \$59,542- Minimum salary for full-time employees
BUREAU/DIVISION/UNIT Technology Development & Systems/Budget Analyst	LOCATION 9 MetroTech Center, Brooklyn, New York

JOB DESCRIPTION

The Technology Budget Analyst will report to the Chief Information Officer (CIO). Responsibilities will include: provide assistance to BTDS administrative, technical and project management personnel in coordinating the use of Capital, Expense and Grant Funds to achieve programmatic objectives; develop, maintain and use spreadsheets to assist in the identification of financial or operational trends and to provide quantitative basis for recommended courses of action; perform data entry into spreadsheets and databases for analyses; ensure integrity of budgets and expenditures for internal and external reports, provide advice and technical assistance in the preparation of Capital, Expense and Grant Budget Strategies; examine budget estimates and proposals for completeness, accuracy, and conformance with established procedures, regulations and agency objectives; employ cost-benefit analysis to review budget requests (CPs) and justifications that support funding requests; monitor the budget by reviewing data and accounting records to determine if allocated funds have been spent as specified; inform Program Managers and other key personnel in Bureau/Units of the status and availability of funds in different budget accounts; project future budget needs for long-term planning purposes; interact with Oversight Agencies and DoITT; perform other duties as required.

QUALIFICATION REQUIREMENTS:

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

PREFERRED SKILLS:

Experience compiling, entering and analyzing financial data and preparing budget proposals. Knowledge of New York City Budget Process and Financial Directives. Excellent interpersonal; communications, presentation and organizational skills; strong verbal and writing skills, and a team player who works well with technical and non-technical personnel. Ability to make decisions independently and under time constraints. Keep senior staff abreast of all budget matters and escalate urgent matters as needed. Demonstrate proficiency in the use of Microsoft Excel, Access, Word, Project and Visio. Working knowledge of the City's Financial Management Systems (FMS) is desired.

NOTE: New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. Please note that only candidates considered for an interview will be contacted.

TO APPLY:

This position is open to applicants who took Exam # 5011 OC or 5517, or those who are already permanent in the Administrative Staff Analyst title. Please indicate in your cover letter whether you have taken any of these exams or are already permanent in the Administrative Staff Analyst title. If you do not include this information in your cover letter, you will not be considered for an interview. Applicants who took an exam will be required to produce a copy of their Order Confirmation Receipt for verification if contacted for an interview.

NON-CITY EMPLOYEES/EXTERNAL CANDIDATES PLEASE GO TO <https://a127-jobs.nyc.gov/> CITY EMPLOYEES MUST APPLY VIA EMPLOYEE SELF SERVICE <https://a127-ess.nyc.gov/> REFER TO JOB ID # 230921 .

DATED: February 17, 2016 ***POST UNTIL*:** Until Filled

"FDNY is ranked as the top place to work among gov't agencies; and 17th overall among 500 employers among large U.S. companies, nonprofits, gov't agencies, and U.S. divisions of multi-national."

*-Forbes magazine, on "America's Best Employers 2015"
The Fire Department is an Equal Opportunity Employer.*