

REPOST
Appointments are subject to Office of Management and Budget (OMB)
approval for budgeted headcount.
OFFICE OF CHIEF MEDICAL EXAMINER
CITYWIDE JOB VACANCY NOTICE

OPEN ONLY TO PERMANENT INCUMBENTS IN THE STAFF ANALYST TITLE
OR MUST HAVE TAKEN THE STAFF ANALYST EXAM #0150.

Civil Service Title: Staff Analyst
Title Code No: 12626

Level: II
Salary: \$52,670 (New employee)
\$60,000 (max)

Office Title: Budget Analyst
Division/Work Unit: Finance/Office of Budget Administration
Hours/Shift: Thirty-five hour work week.

Work Location: 421 East 26th Street, NYC
Number of Positions: 1

JOB DESCRIPTION

Under direction of the Deputy Budget Director, with some latitude for independent initiative and judgment, the selected candidate will be responsible for assisting in the financial administration of the Agency's grant portfolio. Duties will include but are not limited to:

- Assists in the financial management of all grant awards, in compliance with all City, State and Federal requirements.
- Responsible for submission and monitoring of grant applications, grant modification and other requirements.
- Prepares and administers agency grant budgets and reviews program spending requests against authorized funding.
- Analyzes, reconciles and monitors grant expenditures by award deadline and other milestones.
- Prepares financial and other reports as required by the agency and grantor.
- Prepares and monitors budget modifications, journal entries and other technical transactions.
- Provides technical assistance to Program and Administrative support units to resolve budgetary and expenditure issues related to grant projects.
- Acts as the liaison to the Department of Health and Mental Hygiene's (DOHMH) Office of Claiming to monitor revenue claims.
- Manages relationships with grant and oversight agencies, including State, Federal and local funding authorities.
- Assists and helps prepare for agency grant audits.
- Performs special projects and other related duties as assigned.

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; or
2. A baccalaureate degree from an accredited college and two years of satisfactory full-time professional experience working in one or a combination of the following areas: 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, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, or fiscal management; or in a related area.

PREFERRED SKILLS

Preferred candidate should have prior experience in budget administration, grants management or a finance-related field; strong analytical, problem solving and interpersonal skills. Experience with NYC Financial Management System (FMS/2 and FMS/3) and advanced skill in Microsoft Excel. Microsoft Access a plus.

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER TO:

Ayinde Williams
Recruitment Coordinator, Human Resources
The Office of Chief Medical Examiner
421 East 26 Street – Mail Box #10-52
New York, NY 10016

Resumes may be emailed in a WORD format to Recruiter3@ocme.nyc.gov. Title/Level & Job Vacancy number must be indicated in the subject line.

NO PHONE CALLS

POST DATE: June 29, 2011	POST UNTIL: July 13, 2011	JVN: <u>816/11/CME039</u> (Agency Code/ Fiscal Year/Number)
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