

**THE CITY OF NEW YORK
OFFICE OF MANAGEMENT & BUDGET
255 Greenwich Street
New York, NY 10007-2146**

JOB TITLE DESCRIPTIONS

JOB TITLE: Assistant Budget Analyst

DESCRIPTION:

An Assistant Budget Analyst works with an experienced Budget Analyst on the following activities:

- Preparing and monitoring The City of New York's annual, expense, revenue and capital budgets as required by the New York City Charter
- Analyzing expense budget related issues and performing capital work as needed
- Evaluating program performance
- Reviewing funding and personnel requests
- Preparing and monitoring quarterly expense and revenue financial plans
- Analyzing proposed and existing legislation
- Producing technical budget documents and reports
- Conducting special projects as necessary

SALARY & QUALIFICATIONS: (\$41,315)

Bachelor's degree in Business, Finance, Economics or a field related to the specific assignment and up to one year of full-time experience in budgetary planning/management, financial analysis, public policy analysis or a related field.

JOB TITLE: Budget Analyst

DESCRIPTION:

The duties of this position require and encompass the following:

- Primary responsibility for monitoring the City of New York's annual, expense, revenue and capital budget.
- Preparing technical and programmatic budgetary exercises with minimal supervision.
- Assisting in the preparation and review of the quarterly expense, revenue, and capital financial plans as needed
- With minimal supervision, preparing and researching special projects such as reviewing expenditures and allocations for the Agency's seasonal budget, given deadlines and time frames.
- Estimating fiscal impact of management decisions and policies
- Identifying and recommending solutions to operational issues with fiscal impact
- Reviewing ongoing fiscal requests and formulating appropriate recommendations
- Monitoring and expediting all budget modifications and agency restructuring proposals, ensuring compliance with approved financial plans and cost effective techniques
- Reviewing and monitoring cost reduction programs
- Evaluating the impact of Federal and State budget policies
- Evaluating legislative proposals

SALARY & QUALIFICATIONS: (\$55,091)

Master's degree in Business, Public Administration, Finance, Economics or a field related to the specific assignment; or a Bachelor's degree and a minimum of two years of full-time experience in budgetary planning/management, financial analysis, public policy analysis or a related field

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JOB TITLE: Senior Budget Analyst

DESCRIPTION:

The duties of this position require and encompass the following:

- Primary responsibility for monitoring the City of New York's expense, revenue and capital budget.
- Preparing technical and programmatic budgetary exercises with minimal supervision.
- Assisting in the preparation and review of the quarterly expense, revenue, and capital financial plans as needed
- With minimal supervision, preparing and researching special projects such as reviewing expenditures and allocations for the Agency's seasonal budget, given deadlines and time frames.
- Estimating fiscal impact of management decisions and policies
- Identifying and recommending solutions to operational issues with fiscal impact
- Reviewing ongoing fiscal requests and formulating appropriate recommendations
- Monitoring and expediting all budget modifications and agency restructuring proposals, ensuring compliance with approved financial plans and cost effective techniques
- Reviewing and monitoring cost reduction programs
- Evaluating the impact of Federal and State budget policies
- Evaluating legislative proposals

SALARY & QUALIFICATIONS: (\$61,978)

Master's degree in Business, Public Administration, Finance, Economics or a field related to the specific assignment, and one year of relevant experience or a Bachelor's degree and a minimum of three years of full-time experience in budgetary planning/management, financial analysis, public policy analysis or a related field