



The City of New York
Office of Management and Budget
75 Park Place, New York, New York 10007

JOB TITLE: One (1) Assistant Analyst/Analyst/Senior Analyst

CONTROL CODE: DSS-10-01

SOCIAL SERVICES TASK FORCE
Human Resources Administration

JOB DESCRIPTION:

The duties encompass performing the following:

- Conduct budget and program analysis for the PS and AOTPS programs with in the Human Resources Administration.
- Conduct budget and program analysis for the capital budget in the Human Resources Administration.
- Forecast and monitor trends as necessary and estimate budget expenditures in assigned program areas.
- Review agency operations and performance in these areas and develop, monitor and review cost reduction programs
- Represent OMB at meetings and program reviews with agency and outside personnel.
- Prepare and present analytical reports on related programmatic and budgetary issues.
- Review new and existing legislation and regulations governing these areas and analyze the fiscal impact of legislative and regulatory changes.

QUALIFICATIONS/REQUIREMENTS:

Assistant Analyst (\$39,329-\$44,047): Bachelor's degree in Business, Finance, Economics or a subject related to Social Services with no or one year of full-time experience in budgetary planning/management, financial analysis, public policy analysis or a related field.

Analyst: (\$53,438+): 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, or an awarded Master's degree in Business, Public Policy Administration, Finance, Economics, or related field.

Senior Analyst: (\$58,993+): 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, or an awarded Master's degree in Business, Public Policy Administration, Finance, Economics, or related field, and one year of relevant experience.

Additional Requirements:

While not required, previous budget/finance experience *preferred*. The successful candidate must be able to maintain confidentiality, have excellent computer, quantitative, analytical and communication skills, both written and oral.

BENEFITS:

OMB offers a generous benefits package, including paid and/or accrued compensatory time.

HOW TO APPLY:

- Include the control code in the upper right hand corner of your resume.
- Submit resume, cover letter and salary history.
- Forward your information to:

NYC Office of Management & Budget
75 Park Place – 8th Floor
New York, NY 10007
E-mail: nycombrt@omb.nyc.gov

**THE OFFICE OF MANAGEMENT & BUDGET AND THE CITY OF NEW YORK
ARE EQUAL OPPORTUNITY EMPLOYERS**

You must be a City resident within 90 days of the date of appointment
and you must be legally eligible to work in the United States.