



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
HEALTH TASK FORCE
Health Unit

CONTROL CODE: DOH-10-01

JOB DESCRIPTION:

The duties encompass performing the following:

Assist in the preparation of the expense budgets for the Department of Health and Mental Hygiene (DOHMH) and regularly report on program issues and operational developments;
Monitor agency expenditure, revenue and head count issues and analyze variance from plan;
Analyzing data and other indicators to assess individual programs within the Department of Health and Mental Hygiene;
Estimate fiscal impact of operational policies;
Identify and recommend solutions to operational issues with financial impact;
Review and monitor cost reduction programs;
Analyze expense budget related issues;
Evaluate program performance;
Review funding and personnel requests;
Prepare annual expense budget;
Working collaboratively with members of the Health Unit on financial plans, policy initiatives and other matters as necessary;
Analyzing Federal, State and City legislation pertaining to budgets, appropriations and authorizations affecting the Department of Health and Mental Hygiene;
Review technical budget adjustments;
Prepare various high level reports with minimum supervision.

QUALIFICATIONS/REQUIREMENTS:

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

Analyst (\$52,438): Bachelor's degree and a minimum of two years responsible administrative and/or budget experience; or an awarded Master's degree in Financial Management, Business, Public Administration or a field related to the specific assignment.

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.