



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

**CONTROL CODE:** IGR-12-01

**INTERGOVERNMENTAL RELATIONS TASK FORCE**

**JOB DESCRIPTION:**

The duties of this position encompass the following activities:

- Communicate with the Mayor's Office, City Council, Albany and Washington legislative offices, agency legislative staff and OMB task forces on legislative issues. Facilitate the development of City positions, evaluate the status of proposed legislation, and present City positions both within OMB and to individuals at City Hall and within agencies.
- Analyze Federal and State budget documents for impact on the City's financial plan. Summarize analysis in spreadsheet and written form.
- Assist in the development of the City's legislative proposals and the development of the Administration's response to City Council, Federal and State legislative proposals.
- Develop and coordinate projects that involve Federal and State aid, with a minimum of supervision.
- Interpret City budgets and related documents for State and Federal legislative and budget staffs.
- Coordinate projects with relevant staff from expense, revenue and capital budget task forces at OMB.

**QUALIFICATIONS/REQUIREMENTS:**

**Assistant Analyst (\$39,329+):** An awarded Bachelor's degree and no relevant experience; or a Bachelor's degree and one year of relevant experience in legislative or budgetary analysis.

**Analyst (\$52,438):** An awarded 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 Administration, Finance, Economics, or related field.

**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 – 8<sup>th</sup> Floor  
New York, NY 10007  
E-mail: [nycombtr@omb.nyc.gov](mailto:nycombtr@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.