



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

JOB TITLE: One (1) Analyst

CONTROL CODE: DOH-08-03

HEALTH TASKFORCE
Health Unit

JOB DESCRIPTION:

The duties encompass performing the following:

Develop the Capital Financial Plan and Ten-Year Capital Strategy for the Department of Health and Mental Hygiene (DOHMH), Office of Chief Medical Examiner (OCME) and Health and Hospitals Corporation (HHC) and regularly report on program issues and operational developments;
Assist in the preparation of agency expense budgets, if necessary;
Review and monitor the capital budget, including, the tracking of actual expenditures; preparing Certificates to Proceed and determining their validity; judging the feasibility and cost-effectiveness of projects in the budget; and keeping supervisory staff informed of pending issues and issue progress/development reports;
Assist in identifying possible program amendments as they relate to agency budgetary targets and prepare recommendations regarding agency budget requests;
Respond to ongoing agency fiscal requests and budget restructuring proposals. Implement budget modifications per management's direction;
Serve as a liaison between capital personnel at the respective agencies and OMB's central capital unit and coordinate with the agencies to ensure the accurate maintenance of financial data within FMS;
Monitor the performance and status of ongoing agency projects and provide status reports to supervisory staff;
Prepare seasonal budgets to account for continuous budgetary amendments and changing programmatic projections within a four year forecast, culminating in the annual Executive Budget;
Provide written and verbal responses to requests for information from OMB supervisory staff, agencies, the Mayor's Office, City and State auditors, and other oversight agencies.

QUALIFICATIONS/REQUIREMENTS:

Analyst (\$48,482): Bachelor's degree and a minimum of two years responsible administrative and/or budget experience; or a Master's degree in Financial Management, Business, Public Administration or a field related to the specific assignment

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, 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.