



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

**JOB TITLE:** Analyst/Senior Analyst

**CONTROL CODE:** FPS-08-05

**FIRE, PARKS, SANITATION TASK FORCE**

**SANITATION UNIT**

**JOB DESCRIPTION:**

The duties of this position encompass some or all of the following activities:

- Monitor the Sanitation Department's (DSNY) Capital and Expense budgets.
- Develop DSNY's Financial Plan.
- Estimate fiscal impact of operational policies.
- Identify and recommend solutions to operational issues with financial impact.
- Review and monitor cost reduction programs.
- Review and analyze capital and expense funding requests.
- Review and monitor DSNY facility, equipment, communications and/or applications projects.
- Evaluate various DSNY Ten Year Plan allocations.
- Interact successfully with budget staff and operating sections of DSNY.
- Prepare various high level reports with minimum supervision.

**QUALIFICATIONS/REQUIREMENTS:**

**Analyst (\$48,482):** 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 a field related to the specific assignment.

**Senior Analyst (\$54,542):** 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 – 8<sup>th</sup> Floor  
New York, York, NY 10007  
E-mail: [nycombrt@omb.nyc.gov](mailto: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.