



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-08-07

SOCIAL SERVICES TASK FORCE

JOB DESCRIPTION:

The duties of these positions encompass the following activities:

- Conduct budget, program, and policy analysis for the Administration for Children's Services.
- Prepare and present analytical reports on related programmatic and budgetary issues.
- Conduct budget and program analysis for the PS, AOTPS and capital programs within Children's Services.
- Monitor program operations 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.
- Review new and existing legislation and regulations governing these areas and analyze the fiscal impact of legislative and regulatory changes.

QUALIFICATIONS/REQUIREMENTS:

Assistant Analyst (\$36,362-\$40,724): 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: (\$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 related field.

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.

The position includes significant programmatic involvement in major public policy recommendations and briefings, including analyzing the dynamics of welfare caseloads, assessing the impact of state and federal proposals and presentation of analytical reports on related programmatic and budgetary issues.

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.