

**CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING**

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Staff Analyst I</u>	Salary:	<u>\$60,549* - (Non-City minimum)</u> <u>\$69,631** - (City minimum)</u>
Title Code:	<u>12626</u>	Number of Positions:	<u>1</u>
Office Title	<u>Discretionary Budget Analyst</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit: <u>Bureau of Financial Services/Budget: Discretionary</u>			

Additional Information:

In order to be considered for the position candidates must be a current City Employee and be serving permanently in the title of Staff Analyst or have taken the most recent Staff Analyst civil service exam and be reachable for appointment from the resulting list.

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs.

Job Description:

With an overarching mission to eliminate ageism and ensure the dignity and quality of life of approximately 1.8 million older New Yorkers, the NYC Department for the Aging is deeply committed to helping older adults age in their homes and creating a community-care approach that reflects a model age-inclusive city.

The Bureau of Financial Services is responsible for administering the agency's operating and capital budgets. The Bureau ensures funds are available for the procurement of goods and services, invoices are paid in a timely manner, and that all funds are spent on allowable services, with reasonable and auditable costs that reflect the agency's mission. The Bureau reviews audited financial statements from providers and investigates areas of concern.

The Bureau of Financial Services seeks a dynamic, motivated and detail-oriented individual to serve as an Discretionary Budget Analyst in the Budget: Discretionary Unit. The Discretionary Budget Analyst will provide fiscal technical assistance and conduct complex financial and analytical tasks for the Bureau of Financial Services. The ideal candidate for this position is a problem-solver who is dedicated to providing excellent customer service to a range of community-based service providers. Through operating as a resource for providers, the candidate is expected to act as a subject expert on Budget and Program Operations standards. The primary responsibilities of this position may include, but are not limited to the following:

- Manage, monitor, and maintain budgets of aging service contracts, which include modifications, amendments, operational analytics, and customer service.
- Act as main liaison with contracted community partners to provide financial information, assistance, and guidance, respond to inquiries and resolve budget related issues.
- Create, develop, and produce recurring and ad-hoc reports for oversight agencies or agency initiatives as directed.
- Ensure contracts are adequately encumbered and funded for payment and perform budget actions in a timely manner.
- Forecast expenditures, perform substantive analysis, identify trends and notable performance variances as needed.
- Perform special projects as assigned and provide assistance to other units within the division, as needed.

***Non-City rate (non-City candidates & candidates with less than 2 years of City Service)**

****City incumbent rate (Candidates with 2 or more active years of City Service)**

Minimum Qualifications:

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a Juris Doctor degree from an accredited law school; or
2. A baccalaureate degree from an accredited college and two years of satisfactory full-time professional experience working in one or a combination of the following areas: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area.
3. An associate degree or completion of 60 semester credits from an accredited college and four years of satisfactory full-time professional experience as described in "2" above.
4. A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and six years of satisfactory full-time professional experience as described in "2" above.
5. A combination of education and/or experience equivalent to "1", "2", "3", or "4" above. College education may be substituted for professional experience at the rate of 30 semester credits from an accredited college for one year of experience. However, all candidates must have a high school diploma.

Special Note:

To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements, one additional year of professional experience as described in "2" above.

Preferred Skills:

- Advanced skills in Excel such as the ability to use Pivot tables, V-look-ups and to create transparent spreadsheets.
- Knowledge of the PassPort (NYC's Procurement and Sourcing Solutions Portal).
- Knowledge of the HHS Accelerator Financial System and its CPR feature.
- Ability to work independently and with minimal supervision.
- Excellent oral and written communication skills.
- Takes initiative to identify ways in which processes can be improved.
- Superior organizational skills with strong attention to detail.
- Excellent customer service skills with ability to problem-solved.
- Strong analytical background that can use data to produce models, summary statistics and reports.
- Comfortable with embracing technology to support and enhance operations.

NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.

TO APPLY

Please be sure to submit a resume & cover letter when applying.

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>

Click on Recruiting Activities/Careers and Search for Job ID #706857

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID #706857

Please do not email, mail or fax your resume to NYC Aging directly.

Posting Date: May 02, 2025	Post Until: Filled	JVN No. 125-25-38 CW
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