

CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Staff Analyst II</u>	Salary:	<u>\$72,595 * - (Non-city minimum)</u> <u>\$83,484 ** - (City minimum)</u>
Title Code:	<u>12626</u>	Number of Positions:	<u>1</u>
Office Title	<u>Budget Analyst</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit: <u>Bureau of Financial Services / Budget: Program Operations</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 Budget: Program Operations Unit within the Bureau of Financial Services is responsible for overseeing and maintaining the budgets of contracted non-profit organizations that deliver essential services to older New Yorkers on behalf of the NYC Department for the Aging (NYC Aging). These services include, but are not limited to, Older Adult Centers, Home Delivered Meals, Case Management, and other community-based support programs. NYC Aging currently manages 228 Health and Human Service contracts, collectively serving approximately 460 catchment areas across New York City. These contracts represent a total portfolio of approximately \$480 million, reflecting the City’s significant investment in the well-being and support of its aging population. The Budget: Program Operations Unit is made up of a team of five analysts, who are responsible for the day-to-day operations on all areas related to budget development, modification, and monitoring.

The primary responsibilities of this position may include, but are not limited to the following:

- Within the City's financial workflow system (PASSPort Financials), configure and review contract provider budgets, modifications, amendments, and associated financial tasks for accuracy, reasonableness, and compliance with NYC Aging and overarching New York City financial policies and procedures.
- Provide technical assistance and high-quality customer service to internal and external stakeholders on matters related to budget development, budget modifications, and expense monitoring. Stakeholders may represent an array of front-line and executive level staff, both within our Agency and at our contracted nonprofits or oversight offices.
- Maintain, update, and verify accuracy of tracking mechanisms in a timely manner to ensure appropriate record keeping.
- Design, produce, and maintain monthly, quarterly, and ad hoc financial reports for review by Senior Leadership, ensuring accuracy and clarity in financial data presentation.
- Coordinate with other units within the Bureau of Financial Services to ensure alignment on initiatives, and that financial transactions can be processed accurately and in a timely manner.
- Communicate project goals, deliverables, and timelines effectively to all stakeholders, ensuring alignment and mutual understanding through consistent, clear, and professional communication on all matters relevant to the budget development and management of both recurring and one-time funding initiatives.
- Support Bureau-wide efforts by participating in special projects and offering assistance to other units, 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:

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

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.

An associate degree or completion of 60 semester credits from an accredited college and four years of full-time satisfactory full-time professional experience as described in "2" above.

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 full-time satisfactory full-time professional experience as described in "2" above.

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, IF Statements, and to create transparent spreadsheets.
 - Knowledge of the PASSPort Financials (NYC's Procurement and Sourcing Solutions Portal).
 - Solution-oriented with excellent customer service skills.
 - Strong analytical background that can use data to produce models, summary statistics and reports.
 - Superior organizational skills with strong attention to detail.
 - 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.

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 #753905
All other applicants, please go to www.nyc.gov/careers/search and search for Job ID #753905
Please do not email, mail or fax your resume to NYC Aging directly.

55-a Program:
This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program.

Posting Date: December 04, 2025	Post Until: Filled	JVN No. 125-26-19 CW
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