

FISCAL & POLICY ANALYST (QUEENS)

General Statement of Duties and Responsibilities

This class of positions encompasses professional work of varying degrees of difficulty and responsibility for the preparation, analysis and modification of the Queens Borough President Office budget. The following are typical assignments within this class of positions. All personnel perform related work.

Examples of Typical Tasks

Reviewing City budgets, financial plans and management reports.

Analyzing budget modifications and contracts.

Researching and assisting in the preparation of policy reports.

Evaluates existing and proposed Federal, State and local legislation as to fiscal and policy impact on the City and Queens.

Responsible for development, upkeep and monitoring of various computer based and manual systems.

Reviews agency on-going fiscal requests and staffing proposals and makes recommendations on same based upon statistical analyses, organizational and field surveys, and cost effectiveness techniques.

Prepares analysis of program expenditure options during the fiscal year and conducts special operational/organizational analyses as required.

Directs Agency in the implementation of new financial systems and procedures.

FISCAL & POLICY ANALYST (QUEENS) (continued)

Examples of Typical Tasks (continued)

Directs in preparation of cumulative monitoring reports, reviews same and takes appropriate action.

Prepares revenue estimate projections and seasonal pattern of assigned revenue sources.

Qualification Requirements

1. A baccalaureate degree from an accredited college and two years of full-time experience in budgetary planning, financial analysis, management, operations research, urban planning or policy analysis, or
2. A master's degree in a related field and one year of experience as described in (1) above.

Direct Lines of Promotion

From: None

To: None