

**THE CITY OF NEW YORK  
OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS  
CITYWIDE JOB VACANCY NOTICE**

<b>CIVIL SERVICE TITLE:</b> Administrative Staff Analyst (M1)	<b>LOCATION:</b> 40 Rector Street, 6 <sup>th</sup> floor New York, NY 10006
<b>OFFICE TITLE:</b> Director of Fiscal Services	
<b>TITLE CODE:</b> 10026	<b>NUMBER OF POSTINGS:</b> 1
<b>SALARY:</b> \$70,000 - \$100,000	

**General Statement of Duties and Responsibilities:**

Under direction of the Director of Planning and Fiscal Services, the Budget Coordinator will be responsible for all aspects of the internal budget process; including but not limited to, maintenance of budgetary controls and records; assist in determining and advising on: the budgetary implications of personnel orders; broad-banding of title and classification of positions; the implementation of budgeting and reporting systems; implementation and budgeting of managerial and executive pay plan salary adjustments; and other matters relating to the modification and control of the PS budget. He/She will direct the preparation and modification of the PS budget to ensure adherence to all budgetary requirements; direct studies comparing actual expenditures against the Financial Plan for monthly variance reporting to OMB and high-level Agency officials.

The Budget Coordinator will also be responsible for the implementation and control of headcount targets and spending plan for the agency's planned full time positions, as well as reviewing and analyzing management reports and advising senior management of significant trends and developments.

**Qualification Requirements:**

- 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, or a closely related field, and two years of satisfactory full-time professional experience working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; or in management or methods analysis, operations research, organizational research or program evaluation; or in personnel; or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, fiscal management, or in a related area, 18 months of which must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
- A baccalaureate degree from an accredited college and four years of professional experience, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "I" above.

**Essential Skills:**

Applicant should have previous expense budget experience; two to three years experience in the direct supervision of staff; and outstanding supervisory, interpersonal, organizational and communication skills.

City residency required within 90 days of appointment. Interested candidates should submit a resume **with salary history** and cover letter by May 8, 2009 to Karen Livingston, Director of Human Resources, Office of Administrative Trials and Hearings, 40 Rector Street, 6<sup>th</sup> floor, New York, NY 10006. **No telephone calls, faxes or personal inquiries please. Only those candidates under consideration will be contacted.**

**OATH AND THE CITY OF NEW YORK ARE EQUAL OPPORTUNITY EMPLOYERS**

<b>POSTING DATE:</b> 04-20-09	<b>POST UNTIL:</b> 06-04-09	<b>JVN No.:</b> 856-09-OATH013
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