



DISTRICT ATTORNEY KINGS COUNTY

Job Posting Notice

Job ID	687670	# of Positions	1
Business Title	Senior Budget Analyst		
Civil Service Title	COMMUNITY COORDINATOR		
Title Code No	56058	Level	00
Title Classification	Non-Competitive		
Proposed Salary Range	\$ 60,889.00 - \$ 94,521.00 (Annual)		
Work Location	350 Jay St, Brooklyn Ny		
Division/Work Unit	Fiscal and Budget Planning		

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Job Description

The Kings County District Attorney's Office (KCDA) is one of the largest prosecutor's offices in the country. It is committed to developing and implementing innovative prosecutorial strategies that will fulfill our vision of keeping Brooklyn safe while at the same time ensuring fairness and justice for all.

The Fiscal and Budget Planning Bureau is responsible for managing all financial and procurement operations for the agency including the, oversight, monitoring, and strategic planning of the agency's \$135 million budget (FY24) inclusive of State and Federal resources. This budget supports a staff of more than 1,100 employees, critical agency resources, and community partnerships. The Bureau consists primarily of 3-4 collaborative units including the Budget & Grants Analysis, Procurement, and Fiscal Units.

The Budget & Grants Analysis Unit is responsible for managing the agency's operating budget and is the main point of contact between the agency and the Mayor's Office of Management and Budget. The unit works closely with other agencies and stakeholders to provide support and guidance. In addition, the unit is responsible for managing the agency's grant portfolio.

Under the supervision of the Deputy Director of Budget and Grants Analysis, the Senior Budget Analyst's duties and responsibilities include, but are not limited to:

- Analyze operations, projects, and agency budget activities to develop more efficient, effective service delivery and improved budget management for the Kings County District Attorney's Office.
- Prepare projects and presentations, collect data, structure analyses, and formulate recommendations.
- Manage assigned projects including the preparation of the annual budget, hiring plans, and capital projects.
- Work with internal KCDA operational and administrative stakeholders on cross-bureau projects and problem-solving.
- Create processes that enable information sharing to work and exchange information with the other units in the Fiscal Bureau on shared projects, grants work, and quarterly agency condition memos.
- Monitor financial activities and manage agency fiscal condition projections and various financial and operational analyses/trackers. Assess the agency's fiscal conditions and develop recommendations for addressing issues and operational adjustments. Perform financial reconciliations and Identify variances in financial plans, new needs, and funding reallocations.
- Communicate results of analyses and present findings to supervision and executive leadership.
- Administer the budget by processing budget modifications, reviewing hiring actions, and performing other necessary budget actions.
- Attend Unit meetings and coordinate budget actions with the Bureau and supervisory staff.
- Complete OMB's Office of Budget Review expense and revenue exercises. Complete revenue sharing agreement reporting to OMB taskforce.
- Provide verbal and/or written responses to requests for information by KCDA supervisory staff, Mayor's

Office, and City and State auditors/monitors.

- Obtain, track, record, and analyze data.
- Develop and maintain appropriate spreadsheets and databases.
- Review reports and studies as they relate to KCDA programs and operations prepare summary memoranda and communicate impact to supervisory staff.

Additional Information

Candidates must meet the additional requirements:

- A baccalaureate degree from an accredited college and four years of professional experience in the areas described in one or a combination of the following: 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 evaluations; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, social services program planning/evaluation, labor market research, economic planning, or fiscal management; or related area.

Preferred Skills

- Experience with grants management, budgetary planning/management, financial analysis, and/or public policy analysis. Working knowledge of the New York City, State, and Federal budget policies.
- Strong quantitative and analytical skills and the ability to communicate verbally and in writing; excellent computer skills are necessary including expertise and familiarity with Crystal Reports, FMS, and advanced knowledge of Microsoft Excel, Word, Access, Outlook, and PowerPoint applications.
- Excellent interpersonal skills with a proven ability to effectively interact with all levels of the organization; an ability to work independently and meet deadlines; and strong organizational skills with attention to detail.
- A master's degree from an accredited college in economics, finance, accounting, business or public administration, statistics, personnel administration, labor relations, political science, urban studies, or a closely related field; AND at least two years of full-time professional experience explained above is preferred.

Minimum Qual Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

POSTING DATE 11/13/2024

POST UNTIL 12/03/2024

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