New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification & Salary Guidelines

Occ. Code 0223100

Financial Control Board Analyst, NS   18, 23, M-2, M-4   0223100

Brief Description of Class

Incumbents review and oversee the financial management of New York City (NYC) government and certain related public authorities pursuant to the New York State Financial Emergency Act of The City of New York.

Distinguishing Characteristics

The levels are distinguished by scope of responsibility; and supervisory or managerial responsibilities.

18: assigned to a unit to monitor and analyze NYC and public authority finances; work is closely reviewed by supervisor.

23: is assigned to a unit to monitor and analyze NYC and public authority finances; works with greater independence under the general direction of supervisor.

M-2: supervises a unit; leads and trains staff on unit assignments.

M-4: manages one or more units; and directs financial analysis and report projects.

Illustrative Duties

- Monitor NYC expenditures and tax revenues to ascertain whether they are at planned levels.
- Monitor capital and financing activity to assess consistency with financial plan assumptions for capital commitments and spending, outstanding debt, and debt service costs.
- Analyze actual and projected financial studies independently of NYC; develop independent forecasts of short- and long-term finance trends; maintain databases of critical aspects of financial analysis.
- Analyze NYC's staffing levels and miscellaneous budget items.

- Monitor daily, weekly, and monthly reports on sales and personal income taxes for changes in collections relative to history and NYC's estimates.
- Write memorandums and reports detailing the results of on-going monitoring and analysis.
- Develop forecasts of financial plans that analyze risks posed to NYC's general fund; monitor risks; and maintain databases for forecasting and evaluation.
- Develop forecasts for various fund expenditures, capital and financing activity, and grant funding and sources.
- Develop forecasts and charts for tax collection; non-recurring values; and risk analysis for economic events and impact on NYC.
- Analyze how changes to the State and federal tax codes, and State and federal legislation affect the city's revenue base.
- Prepare end-of-fiscal year analysis and comparison of actual revenue with the city's projections, and conduct special studies of NYC's four-year financial plan.
- Meet with NYC budget officials to review the city's revenues projections and tax collections and the economic assumptions contained in the financial plan.
- Serve as liaison with agencies that provide information to effectively evaluate NYC's capital and financial programs.
- Direct, supervise, or lead staff to ensure effectiveness of NYC's financial planning and controls, and train staff on statistical analysis.

Minimum Qualifications

18: bachelor's degree and two years of relevant experience.*

23: bachelor's degree and three years of relevant experience.*

M-2: bachelor's degree and five years of relevant experience.*

M-4: bachelor's degree and seven years of relevant experience.*

*Substitutions: four years of relevant experience or associate's degree and two years of relevant experience may substitute for bachelor's degree; J.D. or master's degree may substitute for one year of relevant experience; Ph.D. may substitute for two years of relevant experience.

Note: Classification & Salary Guidelines illustrate the nature and scope of duties and responsibilities of the exempt classes they describe, and the recommended salary ranges for such classes. These guidelines cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those recommended for appointment at the time the guidelines were written.

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