

**NYS DIVISION OF THE BUDGET  
BUDGET SPECIALIST VACANCY  
Vacancy Notice #16-26**

**AGENCY:** For more than 80 years, the New York State Division of the Budget has been the primary fiscal advisor to the Governor, developing, negotiating and implementing one of the largest government budgets in the country. Encompassing criminal justice, economic development, education, energy, environment, healthcare, homeland security, housing, human services, mental health, transportation, and other public policy areas, work at the Division of the Budget is high-impact public service. The Division is synonymous with challenge, opportunity, responsibility, and quality.

**POSITION:** This position has primary responsibility for all aspects of budgeting for the Division of State Police (DSP) and the Judiciary. This position will offer the successful candidate experience in a broad range of issues, including:

- Participating in the development and implementation of gubernatorial initiatives, including the “Enough is Enough” college student sexual assault policy and the expansion of Troop NYC.
- Complex operational, staffing and compensation issues for uniformed and non-uniformed personnel, including the development of recommendations for recruit classes and the impact of union settlements.
- Planning for capital projects and financing, primarily aimed at maintaining a statewide network of regional zone headquarters and smaller troop headquarters.
- Participating in the development and implementation of major technology, cyber security and communications projects.
- Tracking and analyzing the mobilization of members in response to homeland security alerts or declared disasters.
- Review and analyze the Judiciary’s yearly budget submission for impacts on current financial plan assumptions.

**LOCATION:** We are located in [Albany](#), which has grown over the past four centuries from a small Dutch settlement on the Hudson River to New York State’s capital city in the heart of burgeoning Tech Valley. [The State Capitol](#) — the historic centerpiece of New York State — is home to the Budget Division.

**QUALIFICATIONS & COMPENSATION:** Budget Fellow must possess a minimum of a Bachelor’s degree. Starting salaries depend upon level of

education and type of work experience, and annual salary increases are dependent on satisfactory performance:

- **Budget Fellow I: \$43,814.** A Bachelor's degree. Advances to Budget Fellow II after one (1) year of satisfactory service.
- **Budget Fellow II: \$47,977.** A Master's degree in public administration, economics, business administration, public policy, public affairs or a closely related administrative or managerial field; or, a Bachelor's degree and two (2) years of professional work experience including one (1) year in public administration. Advances to Budget Fellow III after one year of satisfactory service.
- **Budget Fellow III: \$51,905** A Master's degree as specified for Budget Specialist II and one (1) year of professional budgeting experience within a governmental jurisdiction; or, a Master's degree in any field and two (2) years of professional work experience including one (1) year in public administration; or, a Bachelor's degree and four (4) years of professional work experience including one (1) year of public administration. Eligible for annual salary increases based on performance.

HOW TO APPLY: To be considered for this or future positions with the Budget Division, please complete the [Online Employment Application](#). Applications are held in the Division's resume database for six months, after which candidates may reapply to be considered for future opportunities.

If you have a disability and require assistance in applying for employment with the New York State Division of the Budget, please contact the personnel office at (518) 474-9619 or at [personnel@budget.ny.gov](mailto:personnel@budget.ny.gov).

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER