

**NYS DIVISION OF THE BUDGET
BUDGET SPECIALIST VACANCY
Vacancy Notice #16-28**

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: The Education Unit is recruiting one candidate to be part of a seven-person group responsible for budgeting the \$24.8 billion School Aid program, the main source of State support for public elementary and secondary schools. Assignments may include:

- Analysis of the funding level and distribution of School Aid;
- Development of policy and fiscal recommendations for the Executive Budget;
- Evaluation of school district finances, including property taxes, spending and budgets, as well as Federal education funding;
- Analysis of policy issues such as student performance, school construction, pupil transportation, local mandate relief and school district efficiency;
- Review of proposed legislation;
- Assist in the development, implementation and monitoring of education initiatives; and
- Monitoring State spending on education and updating the State's Financial Plan.

This position provides broad-based experience in all aspects of elementary and secondary education finance, as well as the opportunity to work within a politically sensitive and highly visible atmosphere. The successful candidate will interact with staff from the State Education Department, other State agencies, the Legislature and education advocacy groups.

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: 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.

QUESTIONS: If you have a disability and require assistance in applying for employment with the New York State Division of the Budget, or if you have any questions about working for the Division, please contact the personnel office at personnel@budget.ny.gov.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER