

**NYS DIVISION OF THE BUDGET
BUDGET FELLOW VACANCY
Human Services, Housing and Intergovernmental Affairs Unit
Vacancy Notice #16-32**

POSITION:

The Human Services, Housing and Intergovernmental Affairs Unit (HIU) is responsible for multiple functions, including oversight of local government finances and monitoring Federal fiscal and programmatic activities that will affect the State financial plan. The Unit also oversees the Office of Temporary and Disability Assistance, the Office of Children and Family Services, the Department of Labor, State housing programs, the Division of Human Rights, and the Division of Veterans Affairs.

This position will be part of a team responsible for budget development and execution for the Department of Labor and the Division of Human Rights. The Department of Labor administers the State Unemployment Insurance Program and workforce development programs; enforces labor standards statutes, including minimum wage requirements; and provides for worker protection through licensing and inspections. The Division of Human Rights enforces New York's anti-discrimination law through the investigation and prosecution of complaints, outreach and education.

Responsibilities for the position will encompass State Operations and Local Assistance budgets supported by State and Federal funds, and will include, but are not limited to:

- Developing and analyzing proposals for programmatic improvements in agency and program operations, including reviewing and developing proposals for operational efficiencies;
- Developing policy and fiscal recommendations for the Executive Budget;
- Tracking revenues, disbursements, and staffing against fiscal and personnel plans; and
- Tracking and analyzing Federal and State legislation.

ADDITIONAL QUALIFICATIONS:

The successful candidate must possess:

- Strong oral and written communication skills;
- Strong analytic skills and the ability to participate in the identification, formulation, and presentation of ideas, approaches and solutions necessary to support and advance budget recommendations and program operations;
- Good interpersonal skills, and the ability to effectively work across DOB Units and with others including State agency staff;
- The ability to handle multiple competing assignments at a time; and
- Proficiency in office technology and basic Microsoft applications.

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, or if you have any questions about working for the Division, please contact personnel@budget.ny.gov.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER