



Division of the Budget

Budget Fellow

Human Services, Housing and Intergovernmental Affairs

OTDA/Housing Section

Reference #19-08

The Human Services, Housing and Intergovernmental Affairs Unit (HIU) 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. The Unit is also responsible for intergovernmental coordination and policy, including oversight of local government finances.

The position will be responsible for budget development and execution for the Office of Temporary and Disability Assistance (OTDA), with a focus on the emergency homeless shelter system, and various refugee, homelessness prevention and supportive housing programs, and for the Division of Housing and Community Renewal (DHCR), with a focus on State Operations.

Responsibilities of the Budget Fellow for the OTDA/Housing Section would include, but are not limited to:

Responsibilities for the position will encompass State Operations, Local Assistance, and Capital 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;
- Analyzing homelessness and other applicable housing policies for New York State;
- 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.

Qualification/Skills:

- 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](#) and select "area of interest" in the Professional Interests Section.

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.

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