



# Division of the Budget

## **Budget Fellow Mental Hygiene Unit OPWDD/Justice Center, State Operations and Capital Team Reference #19-28**

The successful candidate will serve on the three-person team in the Mental Hygiene Unit responsible for development, negotiation, and execution of \$1.5 billion in spending in State Operations and Capital budgets for the Office for People with Developmental Disabilities (OPWDD), the Justice Center, and Developmental Disabilities Planning Council (DDPC).

OPWDD, the second largest Executive agency, is responsible for planning and operating an integrated system of services and supports for 130,000 adults with developmental disabilities. The Justice Center is tasked with supporting and protecting people with special needs and disabilities through advocacy of their civil rights, prevention of mistreatment, and investigation of all allegations of abuse and neglect across a number of human service delivery systems.

### **Responsibilities of the Budget Fellow of the OPWDD/Justice Center, State Operations and Capital Team would include, but are not limited to:**

- Analyzing and approving operational practices and assessing and implementing agency efficiencies, such as overtime utilization, workforce management initiatives, and the use of agency and central resources for the workforce for OPWDD and the Justice Center;
- Reviewing Capital Projects spending in support of OPWDD's aging institutional infrastructure, and helping address the housing needs of individuals with intellectual and developmental disabilities; and
- Coordinating cross-cutting issues involving the investigative responsibilities of the Justice Center and how these responsibilities interact with other State oversight agencies.

### **Qualification/Skills:**

Candidates are expected to have good interpersonal skills, be self-motivated and proficient in all aspects of budget analysis and presentation.

### **How to Apply:**

To be considered for this or future positions with the Budget Division, please complete the [Online Employment Application](#) and select "Mental Health" 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](mailto:personnel@budget.ny.gov).

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