



Division of the Budget

Budget Fellow Expenditure/Debt Unit Capital Planning Team

Reference #20-03

The Expenditure/Debt Unit is responsible for the development and management of the State's Financial Plan, Capital Program and Financing Plan, and capital market activities. We provide senior policymakers with options for achieving and maintaining balanced budgets, funding capital projects, issuing debt, and addressing emerging public finance problems. In this role, we work with senior policymakers, state agencies, public authorities, and outside advisors to monitor, analyze, and make recommendations on matters affecting the State's financial position.

Responsibilities of the Budget Fellow on the Capital Planning Team would include, but are not limited to:

- Help develop, produce, and implement the State's multi-year Capital Program and Financing Plan;
- Work closely with DOB examiners, public authority staff, and the Division's Debt Team. Determine the appropriate sizing of State bond sales, monitor bonded spending levels, and implement the reimbursement of bond proceeds to the State Treasury;
- Track capital project spending patterns by agency and fund for purposes of monthly cash flow analysis and Financial Plan updates;
- Assist in various special projects and studies related to capital spending and financing, including improving the capital projects database and accuracy of climate change investments;
- Aggregate and analyze data from state agencies and public authorities related to capital project spending; and
- Identify, analyze, and explain emerging risks and opportunities affecting the Financial Plan, as well as options for mitigating or managing such risks.

Qualification/Skills:

The candidates must be able to:

- Think clearly, write well, and solve problems;
- Conduct independent quantitative analysis;
- Formulate and present constructive recommendations to address fiscal issues;
- Work adeptly with Microsoft applications and DOB's budgeting systems; and
- Form effective collaborative relationships.

How to Apply:

To be considered for this or future positions with the Budget Division, please complete the [Online Employment Application](#) and select "Debt Service/Bond Issuance" 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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