



# Division of the Budget

## **Budget Fellow**

### **Economic Development, Environment and Energy Unit**

#### **Regulatory Team**

**Reference #20-05**

The incumbent will be a member of a three-person team responsible for the State's regulatory agencies, including the Department of Motor Vehicles (DMV), the Department of State (DOS), the Department of Financial Services (DFS), and the Olympic Regional Development Authority (ORDA). Specifically, the incumbent will be responsible for coordinating all State Operations, Local Assistance and Capital Project aspects related to agency operations.

#### **Responsibilities of the Budget Fellow of the Regulatory Team would include, but are not limited to:**

The individual's assignment will include developing and reviewing budget and programmatic recommendations; facilitating and monitoring budget execution activities on one or more of these agencies and authorities; representing the Division in meetings with agency and authority fiscal and program staff; drafting legislation and bill memorandums; tracking revenues, disbursements and staffing against fiscal and personnel plans, providing periodic reports to management; monitoring the allocation of private activity bond cap; overseeing the cost recovery assessment on public authorities; and other functions as assigned.

#### **Qualification/Skills:**

Candidates should have strong analytical, written, and verbal communication skills; the ability to think creatively and strategically; and the ability to work independently and as a member of a team. Candidates are also expected to be proficient in the use of office technology and 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 "Economic Development" 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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