



# Division of the Budget

## Budget Fellow Reference #20-43

The Division of the Budget (DOB) is seeking Budget Fellows to fill critical vacancies. As part of the State's response to the COVID-19 pandemic and the significant economic and fiscal impacts associated with it, DOB has a prominent and central role in planning, managing and supporting efforts including:

- Managing, coordinating and maximizing the deployment of State and Federal resources provided to support COVID response, mitigation and recovery in a strategic manner.
- Overseeing COVID vaccination distribution plans designed to engage the full force of all levels of government and industry partnerships to achieve immunization for the entire State population.
- Analyzing and supporting fiscal policy recommendations associated with increased utilization of health and safety net programs, including a broad spectrum of Medicaid and mental health services, as a result of the pandemic's social and economic impact.
- Coordinating and tracking emergency response activity related to COVID, including the procurement of essential supplies and equipment, emergency hospital capacity expansion, the use of resources to support statewide testing and tracing initiatives, and developing opportunities for local governments and employers to provide critical services to those in need.
- Assisting in the development of programs aimed to Build Back Better.

Work at DOB involves high-impact public service in a critical nexus of the policy arena. Vacancies exist in multiple policy areas and specific duties will vary depending on portfolio of assignment, but typically involve:

- Analysis of State operations, fiscal trends, legislation and policies
- Development of budgetary and policy recommendations
- Negotiation with legislative staff
- Projecting, monitoring, and analyzing revenue and expenditures

### Qualification/Skills:

Self-motivated analysts with a willingness to learn are encouraged to apply. Successful candidates must have:

- Advanced problem-solving and analytic capability
- Strong written and verbal communication skills
- Ability to work both independently and as an effective team member
- Ability to thrive in a fast-paced environment

### How to Apply:

To be considered for positions with DOB, please complete the [Online Employment Application](#) and indicate your areas of interest in the "Professional Interests" section of the application. Applications are held in the Division's resume database for six months.

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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