



Division of the Budget

Budget Fellow Public Protection Unit Civil Service Team Reference #21-11

The successful candidate will be a member of the General Government Section, which has budgetary responsibility for several Executive agencies. This individual will be a member of a four-person team and will be responsible for the budgetary oversight of the following:

- Department of Civil Service (DCS),
- Deferred Compensation Board (DBC),
- Governor's Office of Employee's Relations (GOER),
- Labor Management Committees (LMC), and
- Public Employment Relations Board (PERB).

This portfolio contains varying funding streams and a mix of operational and local programs. In addition, this team will offer the successful candidate an opportunity to work on high profile projects such as the Human Resources Management System (HRMS).

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

The individual's assignment will include developing and reviewing budget and programmatic recommendations; aiding with the implementation of enacted budget initiatives; representing the Division in meetings with agency fiscal and program staff; drafting legislation and bill memorandums; tracking revenues, disbursements, and staffing; providing periodic reports to management; and other functions as assigned.

Qualification/Skills:

Candidates should have strong written and verbal communication skills, and the ability to think creatively and strategically, to define and analyze problems, to manage competing priorities, and to work both independently and as part of a team. Candidates are also expected to be proficient in the use of office technology and Microsoft applications; strong spreadsheet skills are preferred.

How to Apply:

To be considered for this or future positions with the Budget Division, please complete the [Online Employment Application](#) and select "Centralized State Services" 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 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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