



Division of the Budget

Systems Governance Fellow Legal and Procurement Unit Systems Governance Team Reference #21-18

This team is responsible for fulfilling DOB's role on the Statewide Financial System (SFS) joint governance team (see Part S of Chapter 56 of the Laws of 2010 as amended by Part Z of Chapter 55 of the Laws of 2020). This team ensures that SFS fulfills the intended goal of serving the State in an effective and efficient way that aligns stakeholder needs with statewide objectives.

Responsibilities of the Systems Governance Fellow would include, but are not limited to:

- Working closely and cooperatively with colleagues in DOB, SFS, the Executive Chamber, other State agencies and the Office of the State Comptroller;
- Developing and analyzing recommendations for enterprise projects and system enhancements, identifying potential risks and opportunities;
- Reviewing project specific documents, ensuring alignment with enterprise strategic decisions and policies;
- Establishing business processes and best practices for SFS users;
- Analyzing metrics to track agency performance related to implemented system enhancements; and
- Performing other job-related functions as assigned.

Qualification/Skills:

- Strong oral and written communication skills.
- Strong analytic skills and the ability to participate in the identification, formulation, and presentation of ideas, approaches, and solutions.
- Strong project management skills.
- Self-motivated, strong sense of ownership/accountability, and results oriented with the ability to manage time and schedules effectively.
- Ability to work independently and as part of a team.
- Capable of thinking creatively and strategically.
- Good interpersonal skills, and the ability to effectively work across DOB business units and with other State agency staff.
- Proficiency in office technology and basic Microsoft applications.
- Experience using SFS and/or Grants Gateway in a State agency preferred but not required.
- Familiarity with State Finance Office business processes and Statewide policies preferred but not required.

How to Apply:

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