



Division of the Budget

Budget Fellow

Budget Planning, Operations and Management Unit

Federal Affairs Examiner

Reference #21-42

The position provides the opportunity to work on a wide range of key Division activities initiated by the Federal Affairs Team within the Budget Planning, Operations and Management Unit. This Team is responsible for coordinating the analysis of Federal government actions with an impact on New York State. Team members function as the Division's primary monitor of congressional and executive actions by the Federal government, with a strong emphasis on fiscal policy; and generally serve as a clearinghouse for information related to Federal policy.

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

- Analysis and tracking of the development of Federal legislation and policies with potential fiscal implications for New York State, with a particular focus on State Financial Plan impacts.
- Coordination of multi-unit assignments via Microsoft Teams, SharePoint and other means to consolidate Division-wide review of various Federal proposals.
- Monitoring the Executive and Congressional agendas for issues relevant to the State's Federal priorities.
- Providing updates on relevant Federal developments and serving as a resource for Division staff on Federal issues, such as legislative, regulatory and fiscal measures.
- Examining the Federal budget, including analyzing the President's budget, staying abreast of the Congressional budget process, providing units and the Governor's DC office with information on funding levels for Federal programs.
- Serving as a liaison between the Governor's DC office and the Division, including highlighting potential fiscal issues for the DC office and garnering emerging information on Federal policy developments to alert the Division to potential risks.

Qualification/Skills:

A Bachelor's Degree or higher in a related field of study. Candidates must have excellent interpersonal skills, strong oral and written communication, research skills and be detail oriented. Candidates should have a significant knowledge of, or demonstrated ability to learn, a variety of computer software programs and database applications. Candidates must be flexible and able to work overtime, as necessary, particularly during critical budget periods and legislative session activities.

How to Apply:

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