



Division of the Budget

Budget Fellow

Economic Development, Environment and Energy Unit

Regulatory Team

Reference #21-68

The incumbent will be a member of a four-person team responsible for several State regulatory agencies including the Department of State (DOS), Department of Financial Services, Department of Motor Vehicles (DMV) and the Olympic Regional Development Authority (ORDA). The agency portfolio for this particular assignment will focus on the Department of State, and the Department of Financial Services. 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 on 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 of these agencies; representing the Division in meetings with agency fiscal and program staff; drafting legislation and bill memorandums; tracking revenues, disbursements and staffing against fiscal and personnel plans, providing periodic reports to management 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 "Regulatory Matters" 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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