



# Division of the Budget

## **Budget Fellow**

### **Economic Development, Environment and Energy Unit**

#### **Environment and Water Team**

**Reference #21-72**

EPU is seeking candidates to apply for a newly created examiner position in the Environment, Energy, Agriculture Section. The successful candidate will be part of a three-person environment team responsible for the budgetary process for the following agencies and authorities: Department of Environmental Conservation (DEC); Environmental Facilities Corporation (EFC); and, Lake George Park Commission (LGPC). The portfolio for this particular assignment will focus on the significant capital investment NYS has made in clean water infrastructure funding.

#### **Responsibilities of the Budget Fellow on the Environment and Water Team would include, but are not limited to:**

- Analyzing, developing, and defending budget and programmatic recommendations;
- Facilitating and monitoring budget execution and implementation;
- Collaborating with staff from the Governor's Office, the Legislature, agencies, and other units within the Division of the Budget on issues that cross over assignments;
- Representing the Division in meetings with agency and authority fiscal and program staff;
- Drafting legislation and bill memorandums; and,
- Tracking revenues, monthly allocations, 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 "Environment" 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](mailto:personnel@budget.ny.gov).

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**