



Division of the Budget

Budget Fellow

Human Services, Housing and Intergovernmental Relations Unit

OCFS State Operations/Division of Veteran's Services Team

Reference #21-79

The Human Services, Housing, and Intergovernmental Relations Unit (HIU) oversees the Office of Temporary and Disability Assistance (OTDA), the Office of Children and Family Services (OCFS), the Department of Labor (DOL), the Division of Housing and Community Renewal (DHCR) and State housing programs, the Division of Human Rights (DHR), and the Division of Veterans' Services (DVS). The Unit is also responsible for multiple functions including the oversight of intergovernmental finances, policy, and programmatic activities that impact the State financial plan.

Responsibilities of the Budget Fellow on the OCFS/Veteran's Services Team would include, but are not limited to:

- DVS State Operations budget and FTE development and monitoring;
- DVS Aid to Localities budget;
- OCFS's Commission for the Blind, Human Services Call Center, and Capital program budgets and FTE development and monitoring;
- Office of National and Community Service (ONCS) budget;
- Developing recommendations and documents for the Executive Budget;
- Reviewing and analyzing legislation; and
- Assisting in other responsibilities as needed.

Qualification/Skills:

- Strong oral and written communication skills as well as analytic skills for budgeting and financial modeling;
- The ability to identify, formulate and present ideas, approaches and solutions necessary to support and advance budget recommendations and program operations; and
- Proficiency in Microsoft applications is preferred.

How to Apply:

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