



# Division of the Budget

## **Budget Fellow Mental Hygiene Unit OPWDD State Operations Team Reference #21-97**

The successful candidate will serve as an examiner for the Office for People with Developmental Disabilities (OPWDD) State Operations and Capital and the Justice Center budgets within the Mental Hygiene Unit. The incumbent will be responsible for the development, negotiation, and execution of the combined \$1.5 billion OPWDD State Operations and Capital and the Justice Center (JC) budgets.

OPWDD is responsible for planning and operating an integrated system of care that provides services and supports to over 120,000 individuals with developmental disabilities. The JC is tasked with supporting and protecting people with special needs and disabilities through advocacy of their civil rights, prevention of mistreatment, and investigation of allegations of abuse and neglect.

### **Responsibilities of the Budget Fellow on the OPWDD State Operations Team would include, but are not limited to:**

The successful candidate will assist in the management of over \$1.5 billion in annual spending and a State workforce of over 19,000 employees by:

- Determining trends in Agency Fiscal Operations and ensuring the agencies stay within cash targets by developing and/or updating full-time equivalents (FTE), Personal Service (PS), and non-Personal Service (NPS) analyses, and presenting summaries to senior management on a monthly basis;
- Assisting in the production of the Executive and Enacted Budgets by making fiscal projections, preparing and reviewing bills, working with agencies on achieving targets, and evaluating the fiscal impact of proposed legislation on OPWDD and the JC;
- Reviewing and providing recommendations for State Operations spending and hiring requests; and,
- Participating in other key initiatives, such as conducting analysis and collaborating with other units/agencies to implement best practices to reduce overtime, administrative leave, and worker's compensation usage at OPWDD.

### **Qualification/Skills:**

Candidates should have strong written and verbal communication skills. Additionally, candidates should have the ability to think strategically and creatively to define and analyze issues pertinent to their assignment. All candidates are expected to be proficient in the use of Microsoft Office Suite applications.

### **How to Apply:**

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