NYS DIVISION OF THE BUDGET
STUDENT INTERNSHIP
January 2, 2017 to December 31, 2017

POSITION:

The General State Charges Team within the Labor Relations Section of the Division of the Budget seeks an intern with outstanding math, accounting, communication, critical-thinking and software skills to assist the team with a variety of entry-level budget activities.

The General State Charges Budget is responsible for costs mandated by statute, collective bargaining agreements or court order. Expenditures in this category are divided into two categories:

- **Employee Fringe Benefits**: This includes State funding for State employee pension and social security benefits; the medical, hospital and prescription drug plans; dental and vision coverage; workers' compensation benefits; unemployment insurance benefits; and survivor's and disability benefits.

- **Fixed Costs:** This includes State payments in lieu of taxes (e.g., city of Albany), payments for local assessments on State-owned lands and payments for judgments against the State pursuant to the Court of Claims Act, defenses by private counsel, or, alternatively, payments on behalf of State officers and employees in civil judicial proceedings (i.e. Public Officers Law).

Responsibilities will include but not be limited to:

- **Cash Monitoring and Reporting:** On a daily, monthly and quarterly basis, the intern would monitor and report on spending within the General State Charges Budget through the Statewide Financial System, Analyze New York and DOB's Budget-Making System.

- **Fringe Benefit Revenue Collection:** On a daily, monthly and quarterly basis, the intern would monitor and report on the collection of fringe benefit revenue from State Agencies which is necessary to sustain General State Charges spending. The intern would develop relationships to ensure the timely payment of State Agency fringe benefit bills and would participate in closing delinquent balances (i.e. amounts owed).

- **Fringe Benefit Waivers:** There are certain situations in which State Agencies are exempted from paying fringe benefit assessments. The intern would participate in organizing and reporting on current waivers and new waiver requests, and would make recommendations for the elimination of unjustified waivers.

- **Statewide Cost Allocation Plan:** The intern would learn how fringe benefit and indirect cost rates are developed through the Statewide Cost Allocation Plan (SCAP) process and will gather, synthesize and analyze data to complete the Annual Plan. Within the SCAP process:

  - Federal and non-federal fringe benefit rates are developed to assess State Agencies the cost of fringe benefits for staff supported on federal and non-federal funds -- this revenue is used to sustain the General State Charges Budget.

  - Indirect cost rates are developed to recover funds from the federal government for indirect costs (i.e., the central administrative and support services provided by agencies such as the Office of General Services and the Office of the State Comptroller).

- **Other Activities:** The intern will assist the General State Charges Team, as requested, to complete all assignments for which additional resources are required. This may including reviewing, summarizing and reporting on pension, employee health insurance and workers' compensation data.

ADDITIONAL QUALIFICATIONS:

- Data gathering, synthesizing and interpretation skills;
- Analytical and problem solving skills;
- Writing and communication skills; and
- Software skills within Excel, Word and PowerPoint.

HOW TO APPLY:

The Division of the Budget offers paid hourly internship positions (hourly rate dependent on education level), usually on a part-time schedule. To apply for internship positions, please complete the Online Employment Application, and select "Internship." 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 have a disability and 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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