

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

POSITION:

The Workforce Team in the Labor Relations Section of the Mental Hygiene and Labor Relations Unit (MHU) is involved in a wide-range of State workforce issues, including labor management negotiations, personnel management decision making, and monitoring and estimating personal service costs.

Responsibilities include but are not limited to:

- Work with the Department of Civil Service, Governor's Office of Employee Relations and Office of the State Comptroller on a variety of statewide transactions and issues such as position reallocations, reclassifications, salary differentials, seasonal positions salary rates, and overtime guidelines.
- Attend collective bargaining negotiations as a management representative with one of the State's public employee unions.
- A role in the development of financial costings of collective bargaining proposals and settlements.
- Direct involvement with all aspects of statewide workforce management including participating in policy making, dissemination of statewide workforce guidelines (Budget Bulletins, Budget Policy and Reporting Manual Items), workforce monitoring and reporting, and budget preparation and public release of materials (briefing to the press, unions, and legislature).
- Participate in the ongoing design, development, and implementation of Division management information systems (IBS, BMS, BPS, Payroll, NYSTEP, etc.).
- Assist in the review/validation of the Division's automated performance advance plan system.

ADDITIONAL QUALIFICATIONS:

- Analytical and problem solving skills;
- Strong written and oral communication skills;
- Data gathering, synthesizing, and interpretation skills; and
- Excel, Word and PowerPoint skills.

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.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER