Budget Fellow
Budget Planning, Operations and Management Unit
Budget Planning and Guidance & Nonprofit Coordination
Reference #22-16

This position provides the opportunity to work on a wide range of mission critical Division processes. The incumbent will interact with staff at all levels throughout the Budget Division, the Governor’s Office, the State Comptroller’s Office, and the Legislature. The incumbent will also initiate, and participate in, efforts to improve the Division’s procedures and automated systems. The incumbent will be part of a team responsible for the analysis, development, and implementation of key aspects of the Executive Budget process.

Responsibilities of the Budget Fellow on the Budget Planning and Guidance & Nonprofit Coordination Team would include, but are not limited to:

• Procedure planning and scheduling for development of the Executive Budget through its enactment, including producing the Executive Budget appropriation bills and publications;
• Develop and draft guidance (technical memorandums) for examiners based on the planning and scheduling for the budget process, and other as-needed assignments to obtain specific Division-wide information, namely, at the request of the Front Office;
• Plan and coordinate Division-wide review and update of the Budget Bulletins;
• Analyze process and systems needs, and develop/implement solutions to improve the budget process, including the Division-wide collection of information;
• Provide guidance to stakeholders on use of the Agency Spending Controls Application (ASCA) and other applications (i.e. Budget Preparation Systems, Appropriation Budget Bill Application, and Agency Presentations Application); and
• Provide assistance to examination unit staff on specific procedural and other technical questions (e.g. on appropriation bills and other Executive Budget documents).

Qualification/Skills:
When filling budget examination positions, the Division looks for candidates who have excellent analytical and problem-solving skills as well as outstanding written and oral communication abilities.

A Bachelor’s Degree or higher in a related field of study is preferred. Candidates must have excellent interpersonal skills, strong oral and written communication, research skills and be detail oriented. Candidates should have a significant knowledge of, or demonstrated ability to learn, a variety of computer software programs and database applications. Candidates must be flexible and able to work overtime, as necessary, particularly during critical budget periods and legislative session activities.

How to Apply:
To be considered for this or future positions with the Budget Division, please complete the Online Employment Application and select “Non-profit Coordination” 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.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER