Program Aide, G-13
Administrative Services Unit
Time and Attendance Team/Human Resources Office
Reference # 22-18 A

The incumbent of this position will be part of the Human Resources team that is responsible for personnel, health benefits, time and attendance, and payroll administration for the Division of the Budget (DOB), Executive Chamber, Lieutenant Governor’s Office, and the Statewide Financial System (SFS). Additionally, the team collaborates with our Training and Professional Development Office, has a lead role in recruitment and staffing decisions, administers competitive service exams, manages probation and performance evaluation programs, and is frequently engaged in developing and implementing initiatives to meet human resource objectives for DOB. The candidate selected for this position will be primarily responsible for assisting the time and attendance portfolio. As part of a small team of dedicated professionals, this position will offer opportunities to learn other facets of our work and to have meaningful roles in our broader efforts.

Responsibilities of the Program Aide would include, but are not limited to:

- Review, interpret, apply and advice principals on Time and Attendance policies, rules, and regulations issued by OSC, Civil Service, DOB, etc.;
- Monitor and maintain the time and attendance tracking system including (but not limited to): creating new hire time sheets; updating organizational changes; auditing timesheets; tracking program usage;
- Monitor and administer various leave programs to ensure alignment with NYS Laws, rules, and regulations;
- Conduct new employee Time and Attendance orientations, ensuring that new employees are aware of the Civil Service rules and agency policies;
- Monitor incoming inquires, working with team members to provide thorough and timely responses.
- Prepare informational updates for agency distribution; and
- Engage and assist on broader human resources initiatives, with opportunities for project leadership.

Qualification/Skills:
Applicants must be a Program Aide, G-13 or below, or eligible for appointment at that level. The successful candidate should be able to work well both independently and as part of a team, have strong interpersonal skills, and the ability to manage competing priorities. Candidates should be comfortable learning information technology systems.

How to Apply:
To be considered for this or future positions with the Budget Division, please complete the Online Employment Application and select “Program Aide” as the Title Applying For. 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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