Budget Fellow for Office of Temporary and Disability Assistance
Human Services, Housing and Intergovernmental Relations Unit Team
Reference #22-22

The Human Services, Housing and Intergovernmental Relations Unit (HIU) oversees the Office of Temporary and Disability Assistance (OTDA), the Office of Children and Family Services, the Department of Labor, State housing programs, the Division of Human Rights, and the Division of Veterans’ Services. The Unit is also responsible for intergovernmental coordination and policy, including oversight of local government finances.

HIU is looking to fill two budget fellow vacancies within the Office of Temporary and Disability Assistance section, assisting in managing an agency budget of more than $7 billion annually and nearly 2,000 employees.

Responsibilities of the Budget Fellow for the Office of Temporary and Disability Assistance Team would include, but are not limited to:

• Budgeting various programs including Public Assistance; Supplemental Security Income (SSI); various employment programs; Federal Grant programs such as Temporary Assistance for Needy Families (TANF), the Home Energy Assistance Program (HEAP), and the Supplemental Nutrition Assistance Program (SNAP); the Homeless Housing and Assistance Program (HHAP); and IT Systems;
• Monitoring and analyzing the agency’s All Funds expenditures and spending targets for State Operations, Aid to Localities, and Capital funds;
• Analyzing policies related to Public Assistance, homelessness and other applicable human services policies for New York State;
• Tracking, reviewing and analyzing Federal and State legislation for fiscal and programmatic impact;
• Tracking and projecting caseload and expenditure trends;
• Reviewing agency proposals for allocation of funds to ensure programmatic soundness, compliance with statutory requirements, and benefit to the State’s Financial Plan;
• Assist in developing and analyzing proposals to strengthen the economic security of working families and for programmatic improvements in agency and program operations, including reviewing and developing proposals for operational efficiencies;
• Assisting in other responsibilities as needed.

Qualification/Skills:

• Strong analytical, oral and written skills; ability to work with Excel spreadsheets and other Microsoft applications;
• The ability to analyze and clearly present ideas, approaches and solutions necessary to support and advance budget recommendations and program operations;
• Good interpersonal skills, as well as the ability to effectively work across DOB Units and with others including State agency staff; and
• The ability to handle multiple competing assignments within a fast-paced work environment.

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

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