OCFS State Operations Budget and Policy Analyst
Human Services, Housing and Intergovernmental Relations Unit

Reference #22-59

The Human Services, Housing and Intergovernmental Affairs Unit (HIU) oversees the Office of Temporary and Disability Assistance (OTDA), the Office of Children and Family Services (OCFS), the Department of Labor (DOL), the Division of Housing and Community Renewal (DHCR) and State housing programs, the Division of Human Rights (DHR), and the Division of Veterans’ Services (DVS). HIU is also responsible for multiple functions including the oversight of intergovernmental finances, policy, and programmatic activities that impact the State financial plan.

Responsibilities of the Budget Fellow on the OCFS State Operations Team would include, but are not limited to:

- The State’s juvenile justice system including youth facilities, the Raise the Age Initiative, local juvenile detention facilities and community based programs;
- The State Operations budget including cash, FTE development and monitoring;
- Local assistance programs including the Local Detention, the Runaway and Homeless Youth program and various youth development programs;
- Developing recommendations and documents for the Executive Budget;
- Reviewing and analyzing legislation; and
- Assisting in other responsibilities as needed.

Qualification/Skills:
Strong candidates should have:

- Strong analytical, oral, and written skills;
- The ability to work with Excel spreadsheets;
- The ability to identify, formulate and present ideas, approaches, and solutions necessary to support and advance budget recommendations and program operations; and
- Proficiency in Microsoft applications is preferred.

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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