General Government Budget and Policy Analyst
General Government and Workforce Unit

Reference #22-97

The General Government and Workforce Unit is recruiting a candidate to be part of the General Government Team, budgeting for the Department of Civil Service, the Office of Employee Relations, the Public Employment Relations Board, Labor Management Committees and the Deferred Compensation Board.

Responsibilities of the Budget and Policy Analyst on the General Government Team would include, but are not limited to:

- Analyzing and developing policy and fiscal recommendations;
- Projecting and monitoring agency spending and hiring;
- Drafting legislation and bill memorandums;
- Providing periodic reports to management;
- Developing strong working relationships with agency staff and other DOB examiners; and
- Assisting in the development of a variety of other budget-related products.

Qualification/Skills:

The successful candidates must have strong analytical and writing skills, demonstrate an attention to detail, possess good interpersonal skills, and work well both independently, and as part of a team.

How to Apply:

To be considered for this or future positions with DOB, please complete the Online Employment Application and select “Budget Fellow” as the Title Applying For and “General Government” in the Professional Interests section. Applications are held in the DOB’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 DOB, please contact personnel@budget.ny.gov.

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