



OCFS Local Assistance Budget and Policy Analyst
Human Services, Housing and Intergovernmental Relations Unit
Salary: \$53,404 - \$63,266
Reference #23-30

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 OCFS Local Assistance Budget and Policy Analyst include, but are not limited to:

- Budgeting for various programs including Child Care, Home Visiting, Adult Protective/Domestic Violence (AP/DV) services, and OCFS's portion of Medicaid services.
- Monitoring and analyzing Federal and State Operating cash spending and cash flow targets.
- Developing recommendations and documents for the Executive Budget.
- Reviewing and analyzing State and Federal 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.
- Proficiency in Microsoft applications is preferred.

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 select "Children and Family Services" in the Professional Interests section. Applications are held in DOB's resume database for three months, after which candidates may reapply to be considered for future opportunities.

If you require assistance in applying for employment with the DOB, or if you have any questions about working for DOB, please contact personnel@budget.ny.gov.

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Executive Order 161:

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