



Division of the Budget

General State Charges and State Workforce Budget and Policy Analyst General Government and Workforce Unit

Salary: \$53,404 - \$63,266

Reference # 23-39

The General Government and Workforce Unit seeks to fill vacant positions in the Workforce/General State Charges section. The section represents the Division of the Budget (DOB) as part of the Executive team in collective bargaining negotiations and interacts extensively with the Department of Civil Service, the Office of Employee Relations, the Office of the State Comptroller and all units within DOB.

Responsibilities of the General State Charges and State Workforce Budget and Policy Analyst would include, but are not limited to:

The successful candidate will be part of a section responsible for the \$10 billion General State Charges budget and a broad array of workforce issues. Section responsibilities include:

- Budgeting state employee and retiree health benefit programs including the New York State Health Insurance Program (NYSHIP).
- Budgeting payments and evaluating policy issues related to the State and City Retirement systems.
- Budgeting and evaluating Workers' Compensation, Employee Benefit Funds, and Payroll taxes.
- Payment of the State's fixed costs, including public land taxes and court judgments/settlements.
- Participating in collective bargaining sessions and evaluating proposals.

Assignments of examiners in the Workforce/General State Charges section may include:

- Reviewing and evaluating the annual NYSHIP rate setting.
- Reviewing and analyzing the State's pension bill and related publications.
- Researching collective bargaining contracts for information as needed.
- Developing financial costings of collective bargaining proposals and settlements.
- Participating in the process of developing pay bills, tracking/reviewing legislation, and writing bill memorandum on issues that impact the state workforce and general state charges.
- Participating in the development and dissemination of state workforce policies and guidelines (Budget Bulletins, Technical Memorandum).
- Participating in the review and development of the State Financial Plan.
- Participating in workforce census monitoring and reporting.
- Participating in budget preparation and public release of budget materials (briefing to the press, unions, and legislature).
- Working on a variety of statewide transactions and issues such as position reallocations, reclassifications, salary differentials, seasonal position salary rates, traineeships, travel guidelines and overtime guidelines.
- Participation in the ongoing design, development, and implementation of DOB management information systems.
- Collecting data on the Statewide Cost Allocation Plan and managing the fringe benefit and indirect cost assessment process used to bill state agencies for these costs.

Qualification/Skills:

The successful candidates will demonstrate excellent critical thinking, quantitative and writing skills. In addition, attention-to-detail, a high-level of competence in Word, Excel and PowerPoint, and the ability to learn budget system applications quickly are important.

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 "General State Charges 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 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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