

Labor Relations Budget and Policy Analyst

General Government and Workforce Unit

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

Reference #23-74

The Labor Relations Team is seeking a budget examiner in a position that involves significant interaction with all Division of the Budget (DOB) units, the Governor's Appointments Office (GAO), the Office of Employee Relations (OER), the Department of Civil Service (DCS), and the Office of the State Comptroller (OSC).

Responsibilities of the Labor Relations Budget and Policy Analyst will primarily include reviewing, analyzing, and evaluating State Workforce and merit system policy and actions, including but not limited to:

- Collective bargaining, including following and reporting on the status of negotiations, developing costs for potential deals and final agreements, and coordinating the arbitration process, as needed.
- Special Pay Bill development and administration to execute and implement final collective bargaining agreements and to provide authority to agencies to cover increased costs.
- The Financial Plan, including developing and reporting the quarterly full-time equivalent census, the cost of collective bargaining agreements, the cost of the Healthcare and Mental Hygiene Worker Bonus Program (HCMHWB), and emerging issues.
- State Workforce (SWF) budget proposals, including significant consultation throughout the development stage, and responsibility for consolidating and reporting all proposals to DOB's Front Office, the Legislature, and the State-employee unions.
- State of the State proposals, including making recommendations and providing cost estimates on issues that impact the SWF.
- SWF legislation, requiring discussions with internal and external parties to develop recommendations and produce bill memoranda.
- The New York State Compensation Commission on Legislative, Judicial and Executive Compensation, including following and reporting on the Commission's activities, administering its determinations, and developing payroll up-to-date rosters for DOB's Front Office and the Executive Chamber.
- Compensation for Management/Confidential employees, including the administration of General Salary Increases, Performance Advances, Longevities, and the Budget Director's approval process, and implementing the Budget Director's decisions.
- Special Projects, including participation in the HCMHWB workgroup, Human Resource Management System workgroup, the DCS Registered Nurse workgroup, the OER Seasonal Employee and Forest Ranger workgroups, and emerging issues.
- DCS Division of Classification and Compensation determinations, including making recommendations on nursing and healthcare worker staffing improvements, statewide compensation issues, reallocations, and salary differentials.
- DCS Division of Staffing Service issues, including the determination and administration of transfers of function, and issues related to reductions in force.
- Overtime, including the development of recommendations and administration of waivers for overtime ineligible employees.
- Hiring Freeze Policy, include the development of reports and recommendations to DOB's Front Office.
- Technical Memoranda, Budget Bulletins, and Operation Manual items related to SWF issues and budget process.
- Payroll administration including the expedient review of OSC payroll bulletins, the programming of personal service payments, the projecting of payroll costs, and responding to requests for payroll data.
- Development of the statutory Consulting Services Contracts report for publication of the Executive Budget.

Qualification/Skills:

The qualified candidate should demonstrate superior attention-to-detail skills and be highly competent (or quickly develop such competence) in the use of Microsoft products and the cited applications.

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 “Labor Relations” 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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