

**NYS DIVISION OF THE BUDGET  
BUDGET SPECIALIST VACANCY  
Vacancy Notice #16-07**

**AGENCY:** For more than 80 years, the New York State Division of the Budget has been the primary fiscal advisor to the Governor, developing, negotiating and implementing one of the largest government budgets in the country. Encompassing criminal justice, economic development, education, energy, environment, healthcare, homeland security, housing, human services, mental health, transportation, and other public policy areas, work at the Division of the Budget is high-impact public service. The Division is synonymous with challenge, opportunity, responsibility, and quality.

**POSITION:** Expenditure and Debt Unit (ETU) is responsible for providing accurate, clear, and timely information and advice on the State's Multi-Year Financial Plan, Capital Program and Financing Plan, and related matters, with an emphasis on cash budget management, and cost-effective and prudent solutions to public finance issues.

The successful candidate will have a dual role, reporting to both the Expenditure Team on Financial Plan related assignments as well the Capital Team on Capital and Debt related activity. More specifically, the candidate will need to work with examination unit staff to monitor and present financial, capital and program information internally and externally; and analyze critical information pertaining to program funding, cost of operations and financial resources. Some of the duties and responsibilities include, but may not be limited to:

**Financial Plan Specific:**

- Prepare timely, accurate information on the State's multi-year Financial Plan estimates associated with the production of the State's quarterly issued report to the legislature and general public;
- Identify, analyze, and explain emerging risks and opportunities affecting the Financial Plan, and options for dealing with them;
- Assist in the development of daily and monthly cash flow plans, analysis of available funds, adherence to the Administration's spending benchmarks, and analysis of variances between budget projections and actual results;

- Monitor, assess, and summarize comparative fiscal information between New York and other states; and
- Assist in monthly requests for cash transfers and the development of legislation authorizing such transfers.

**Capital Plan Specific:**

- Assist in the development, production, and implementation of the State's multi-year Capital Program and Financing Plan (CPFP), including providing guidance to examiners on the utilization of the Capital Plan Preparation System (CPPS);
- Work closely with examiners, public authority staff, and the Division's Debt Team to determine the appropriate sizing of State bond sales, monitor bonded spending levels, and implement the reimbursement of bond proceeds to the State Treasury for specific capital projects;
- Interact with staff inside and outside the Division concerning fiscal and programmatic issues related to capital;
- Draft and review legislation, including appropriation and Article VII bills and accompanying bill memoranda, and analyze the impact of proposed legislation;
- Track capital projects spending patterns by agency and fund for purposes of monthly cash flow analysis and financial plan updates; and
- Conduct various research projects and studies on capital financing activities.

**LOCATION:**

We are located in [Albany](#), which has grown over the past four centuries from a small Dutch settlement on the Hudson River to New York State's capital city in the heart of burgeoning Tech Valley. [The State Capitol](#) — the historic centerpiece of New York State — is home to the Budget Division.

**QUALIFICATIONS:**

Budget Fellow must possess a minimum of a Bachelor's degree. Starting salaries depend upon level of education and type of work experience, and annual salary increases are dependent on satisfactory performance:

Budget Fellow I: \$43,814. A Bachelor's degree. Advances to Budget Fellow II after one (1) year of satisfactory service.

Budget Fellow II: \$47,977. A Master's degree in public administration, economics, business administration, public policy, public affairs or a closely related administrative or managerial field; or, a Bachelor's degree and two (2) years of professional work experience including one (1) year in public administration. Advances to Budget Fellow III after one year of satisfactory service.

- Budget Fellow III: \$51,905 A Master's degree as specified for Budget Specialist II and one (1) year of professional budgeting experience within a governmental jurisdiction; or, a Master's degree in any field and two (2) years of professional work experience including one (1) year in public administration; or, a Bachelor's degree and four (4) years of professional work experience including one (1) year of public administration. Eligible for annual salary increases based on performance. HOW TO

APPLY: To be considered for this or future positions with the Budget Division, please complete the [Online Employment Application](#). Applications are held in the Division's resume database for six months, after which candidates may reapply to be considered for future opportunities.

QUESTIONS: If you have a disability and 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 the personnel office at [personnel@budget.ny.gov](mailto:personnel@budget.ny.gov).

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