

**NYS DIVISION OF THE BUDGET
BUDGET FELLOW VACANCY
Budget Services Unit
Vacancy Notice #16-35**

POSITION:

The position provides the opportunity to work on a wide range of key Division activities initiated by the Budget Services Unit (BSU). The individual will be an integral member of the Legislative Affairs team of the BSU which acts as a central control point for Article VII bill formulation for the Executive and Enacted Budget; coordinates the 10-day bill analysis process; functions as the Division's central liaison with Governor's Counsel's Office and with the Legislative Bill Drafting Commission; and generally serves as a clearinghouse for information related to legislation and legislative activities. The incumbent's duties will primarily include, but are not limited to:

- Identifying, analyzing, and monitoring legislation which impacts the Governor's Executive Budget and the Financial Plan;
- Collaborating with other units' examiners, to provide technical assistance in the formulation of Article VII proposals, including the assessment of significant issues arising in the crafting of the proposed bills;
- Utilizing the Legislative Retrieval System (LRS) to analyze diverse legislation in response to DOB and Governor's staff requests, and design and develop various reports to meet the changing needs of the Front Office on time-sensitive issues;
- Becoming a subject matter expert on constitutional, statutory, and parliamentary requirements of the Executive and Legislature; and
- Periodically conducting management analyses of various topics of importance to the budget and legislative process, including efforts to improve the Division's procedures and automated systems.

This position provides the opportunity to work on a wide range of mission critical Division processes. In performing the above responsibilities, the incumbent will interact with staff at all levels throughout the Budget Division, Governor's Office, and the Legislature.

ADDITIONAL QUALIFICATIONS:

Candidates must have excellent interpersonal skills and strong oral and written communication skills. Also, candidates should have a significant knowledge of, or demonstrated ability to learn, a variety of computer software programs and databases. Solid analytical, writing and research skills are also essential. Candidates must be flexible and able to work overtime, as necessary, in particular to cover legislative sessions and to meet the Executive and Enacted Budget requirements.

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.

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 personnel@budget.ny.gov.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER