

## Associate Budgeting Analyst

**Announcement Posted:**

5/29/2025

**Responses must be hand delivered or postmarked by:**

6/8/2025

**Salary Range:**

\$84,246 to \$105,255

**Location:**

Budget, Finance, and Data Management  
Bureau of Budget Management  
40 North Pearl Street  
Albany, NY 12243

**Grade:**

623 (Management/Confidential)

**# of Positions:**

1

**Candidates Must Meet the Following Qualifications:**

Eligible for a lateral transfer or eligible for transfer under Section 52.6 or 70.1 of the Civil Service Law by having one year of permanent competitive service in an appropriate title. Information regarding transfer eligibility is available on the Civil Service Career Mobility Office website at <https://careermobilityoffice.cs.ny.gov/cmogotit/>.

**OR**

Reachable on the appropriate eligible list in Albany.

**Duties of Position:**

The incumbent will be responsible for State Budget implementation and monitoring, and related fiscal analysis of assigned programs, specifically Child Support Enforcement and the Supplemental Nutrition Assistance Program, necessitating a strong understanding of the relevant State and federal, laws, regulations and policies.

Duties include:

- Preparing requests for funding and monitoring expenditures of assigned programs, including preparation of fiscal analyses;
- Reviewing and analyzing Executive and legislative budget bills, other related legislation, litigation and preparation of related fiscal analyses;

- Working collaboratively with Agency Program and Finance staff on analysis and reporting;
- Researching, preparing and implementing recommendations on requests for proposals, program plans, and contract review;
- Supervising and developing Senior Budgeting Analyst/Trainees;
- Other duties as assigned.

### **Conditions of Employment:**

You must be a current New York State employee to apply for this position. A full-time, permanent or contingent permanent appointment will be made. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title. Candidates must be legally authorized to work in the United States.

Your resume must indicate how you meet the minimum qualifications for this position. Non-specific submissions may be disqualified from further consideration if the information you provide does not meet the minimum qualifications.

Telecommuting up to 50% may be available in accordance with The Office of Temporary and Disability Assistance policy and can be discussed during the interview.

### **Remarks:**

- **Candidates should reference posting 25-101 when submitting your application.**
- **If submitting electronically, please reference posting 25-101 as part of your subject line.**
- **If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.**

NYS OTDA seeks to promote a diverse workforce that is a representation of the various cultures, voices, backgrounds, ideas, and talents of the citizens and communities that we serve. We actively solicit and encourage applications from Black, Indigenous, and People of Color (“BIPOC”); LGBTQIA+ individuals; women; people with disabilities; and military veterans.