

## Senior Budgeting Analyst (NY HELPS) OR Budgeting Analyst Trainee 1; OR Budgeting Analyst Trainee 2

**Announcement Posted:**

5/29/2025

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

6/8/2025

**Salary Range:**

\$65,164 to \$80,860 (Senior Budgeting Analyst); **OR**  
\$55,005 (Budgeting Analyst Trainee 1); **OR**  
\$61,340 (Budgeting Analyst Trainee 2)

**Location:**

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

**Grade:**

618/NS (Management/Confidential)

**# of Positions:**

1

**Candidates Must Meet the Following Qualifications:**

NY HELPS: This title is part of the New York Hiring for Emergency Limited Placement Statewide program (NY HELPS). For the duration of the NY HELPS Program, candidates may be hired via a non-competitive appointment if they meet the below NY HELPS minimum qualifications.

At a future date (within one year of permanent appointment), it is expected employees hired under NY HELPS will have their non-competitive employment status converted to competitive status, without having to compete in an examination. Employees will then be afforded all of the same rights and privileges of competitive class employees of New York State. While serving permanently in a NY HELPS title, employees may take part in any promotion examination for which they are qualified.

**NON-COMPETITIVE QUALIFICATIONS:**

For Trainee 1 Level: A bachelor's or higher degree.

For Trainee 2 Level: A bachelor's or higher degree and one year of professional experience in budget estimation, justification, and expenditure control functions.

Substitution: A Juris Doctor, master's or higher degree in a related field can substitute for one year of specialized experience.

For the Full Performance Level: A bachelor's or higher degree and two years of professional experience in budget estimation, justification, and expenditure control functions.

Substitution: A Juris Doctor, master's or higher degree in a related field can substitute for one year of specialized experience.

**OR**

55b/c: This position is eligible for 55b/c appointment, and candidates with 55b/c eligibility are encouraged to apply. To be eligible for a 55b/c appointment, candidate must be currently enrolled in the Civil Service 55b/c program and meet the non-competitive qualifications above. Information about the 55b/c program can be found here: [55b/c Recruitment Resources Center \(ny.gov\)](https://careermobilityoffice.cs.ny.gov/cmo/gotit/).

#### COMPETITIVE QUALIFICATIONS:

Eligible for a lateral transfer or eligible for transfer under Section 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/cmo/gotit/>.

**OR**

Reachable on the appropriate eligible list in Albany.

#### **Duties of Position:**

The incumbent will be responsible for developing and implementing all aspects of agency operational budgets and funding for assigned program areas, with specific duties including: reviewing and analyzing Federal and State legislation, rules and regulations and appropriation language, including the preparation of fiscal analysis; reviewing RFP's and contracts; coding invoices; processing interagency payments; processing personnel transactions; developing budget journals; tracking expenditures and formulating cash plans. This analyst will assist in the development of OTDA's State Budget Request, review of legislative proposals and implementation of the enacted State Budget, and act as liaison to the New York State Division of Budget and counterparts throughout OTDA for assigned programs.

Other duties as assigned.

#### **Conditions of Employment:**

A full-time, 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 25-102 when submitting your application.**
- **If submitting electronically, please reference posting 25-102 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.