Senior Budgeting Analyst; OR
Budgeting Analyst Trainee 1; OR
Budgeting Analyst Trainee 2

Announcement Posted:
12/08/22

Responses must be hand delivered or postmarked by:
12/18/22

Salary Range:
$61,423 to $76,218 (Senior Budgeting Analyst); OR
$48,940 (Budgeting Analyst Trainee 1); OR
$51,848 (Budgeting Analyst Trainee 2)

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

Grade:
18/NS (Trainee 1 is NS=SG-13, Trainee 2 is NS=SG-14) (Management Confidential)

# of Positions:
2

Candidates Must Meet the Following Qualifications:

Senior Budgeting Analyst (SG-18):
Eligible for a lateral transfer or eligible for a 70.1 transfer or a 52.6 transfer by having one year of permanent competitive service in an appropriate title;
View a complete listing of 70.1 transferable titles
View a complete listing of 52.6 transferable titles; OR

Budgeting Analyst Trainee 1 (NS=SG-13):
Eligible for a lateral transfer or eligible for a 70.1 transfer or a 52.6 transfer by having one year of permanent competitive service in an appropriate title;
View a complete listing of 70.1 transferable titles
View a complete listing of 52.6 transferable titles; OR
Budgeting Analyst Trainee 2 (NS=SG-14):

Eligible for a lateral transfer or eligible for a 70.1 transfer or a 52.6 transfer by having one year of permanent competitive service in an appropriate title;

View a complete listing of 70.1 transferable titles;

View a complete listing of 52.6 transferable titles; 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 inter-agency payments; processing personnel transactions; developing budget journals; tracking expenditures and formulating cash plans. This analyst will assist in the development of OTDA State Budget Request, review of legislative proposals and implementation of the enacted State Budget and act a liaison to the New York State Division of Budget and counterparts throughout OTDA for assigned programs.

Other duties as assigned.

Conditions of Employment:

Full-time, permanent appointments will be made. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title.

Remarks:

- Candidates should reference posting #22-293 when submitting your application.
- If submitting electronically, please reference posting #22-293 as part of your subject line.
- If you are interested in applying to this position, please visit how to apply for applicant instructions.
- This position meets the criteria for appointment under 55-b and 55-c of Civil Service Law.
- Veterans may be entitled to additional compensation if this position is filled via a traineeship. Applicants should identify themselves as a veteran if this applies to you.