

Supervising Budgeting Analyst (Management/Confidential)

Announcement Posted:

10/01/24

Responses must be hand delivered or postmarked by:

10/11/24

Salary Range:

\$90,931 - \$114,940

Location:

Division of Budget, Finance and Data Management/Bureau of Budget Management
40 North Pearl St
Albany, NY 12207

Grade:

M-1

of Positions:

1

Candidates Must Meet the Following Qualifications:

Eligible for a lateral transfer or eligible for transfer under Section 52.6 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:

Reporting directly to the Chief Budgeting Analyst (M-2), the incumbent will support the Agency Operations Unit and all related programs and assignments. This Unit oversees complex State and federal funding streams that support all aspects of OTDA's agency operations.

The incumbent will be responsible for:

- Preparing relative portions of the Agency's annual State budget request;

- Completing fiscal analysis of relative portions of the Executive and legislative budget proposals to facilitate discussions with Senior Agency Staff, the Division of Budget and the Governor's Office;
- Developing expenditure projections, considering recent spending history, policy goals, contract timing and staffing;
- Overseeing budget implementation through various activities, including reviewing Requests for Proposals (RFPs) and contracts;
- Performing special projects such as fiscal analyses related to major policy proposals or program changes which may be generated by an agency, legislative or Governor's proposal, Federal change, or other directive.
- Supervising and developing a team of Budget Analyst staff, and ensuring work is performed accurately and timely, including preparing staff annual performance plans and reviews and assigning appropriate training.
- Collaborating with the Chief Budgeting Analyst to ensure the Unit has proper internal controls and is attentive to workforce and succession planning needs and advise accordingly.
- Addressing other duties pertaining to budgetary and fiscal matters in support of the Division and agency, as assigned.

Conditions of Employment:

A 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 24-227 when submitting your application.**
- **If submitting electronically, please reference posting 24-227 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.