



An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill a Job Vacancy

Senior Budgeting Analyst, SG-18 **(Position may be filled at the trainee level)**

Location: One Commerce Plaza, Albany

Business Unit: Office of Financial Management

Negotiating Unit: Professional, Scientific, and Technical (PEF)

Please note that a change in negotiating unit may affect your salary, insurance and other benefits.

Salary: \$52,198 - \$66,634 (Trainee 1 Level SG-14)
\$58,247 - \$74,135 (Trainee 2 Level SG-16)
\$65,001 - \$82,656 (Journey Level SG-18)

Appointment Status: Permanent

The New York State Department of Financial Services seeks to build an equitable, transparent, and resilient financial system that benefits individuals and supports business. Through engagement, data-driven regulation and policy, and operational excellence, the Department and its employees are responsible for empowering consumers and protecting them from financial harm; ensuring the health of the entities we regulate; driving economic growth in New York through responsible innovation; and preserving the stability of the global financial system.

The Department of Financial Services is seeking candidates for the position of Senior Budgeting Analyst, SG-18 in the Office of Financial Management. Duties include, but are not limited to, the following:

- Develops and maintains personal service/non-personal service projections for use in the annual budget request and fiscal plans;
- Prepares narrative and tabular reports indicating agency expenditure components;
- Conducts research and develops reports related to budgetary matters and agency operations as required;
- Monitors Department of Financial Services spending based on reports from Statewide Financial System (SFS) and SFS Analytics;
- Processes budget journals to allocate and move funds, resolve account coding issues and budget errors in SFS, and prepares B-1184 requests for travel;
- Assists with collecting data for the Department's Annual Report;
- Assists in preparing annual reports required by the National Association of Insurance Commissioners (NAIC);
- Establishes and maintains effective working relationships with staff of the agency, the Division of the Budget, and other control agencies; and
- Other duties as assigned.

Preferred Qualifications

- Proficiency with Microsoft Office Suite;
- Excellent analytical, organizational and multi-tasking abilities;
- Superior interpersonal and communication skills; and
- Strong work ethic and customer focus with ability to achieve results in a fast-paced, challenging environment.

Appointment method:

Minimum Qualifications:

Budgeting Analyst Trainee 1, SG-14: A bachelor's or higher degree.

Budgeting Analyst Trainee 2, SG-16: A bachelor's degree and one year of professional experience in budget estimation, justification, and expenditure control functions. A Juris Doctor, master's or higher degree in a related field can substitute for one year of specialized experience.

Senior Budgeting Analyst, SG-18: A bachelor's degree and two years of professional experience in budget estimation, justification, and expenditure control functions. A Juris Doctor, or a master's or higher degree in a related field can substitute for one year of specialized experience.

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, this title maybe filled via a non-competitive appointment, which means no examination is required but all candidates must meet the minimum qualifications of the title for which they apply (see minimum qualifications above). At this time, agencies may recruit and hire employees by making permanent non-competitive appointments.

At a future date (within one year of 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 with 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.

List Appointment: Candidates must be reachable on the Civil Service eligible list for Professional Career Opportunities 26-872010, or Public Administration Traineeship Transition Program 00-500010.

Transfer: Candidates must have one year of permanent competitive service in a title eligible for transfer via Sections 70.1 or 52.6 of the Civil Service Law. Information regarding transfer eligibility may be available on the Civil Service Career Mobility Office website at <http://careermobilityoffice.cs.ny.gov/cmo/>.

Please Note that under Civil Service Law, an employee cannot have two consecutive upward 70.1 or 52.6 transfers without an intervening eligible list appointment if such transfers would exceed two salary grades.

To Apply: Interested qualified candidates must submit a resume and letter of interest **no later than January 17, 2025** to the email address listed below. Please include the Box # **(SBA-00512)** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Jonelle Bayer
Box SBA-00512
New York State Department of Financial Services
Office of Human Resources Management
One Commerce Plaza, Suite 301
Albany, NY 12257
Email: jonelle.bayer@dfs.ny.gov
Fax: (518) 402-5071

All candidates that apply may not be scheduled for an interview

Public Service Loan Forgiveness

Employment with New York State qualifies an individual for Public Service Loan Forgiveness (PSLF). This program forgives the remaining balance on any Direct Student Loans after you have made 120 qualifying monthly payments while working full-time for a U.S. federal, state, local, or tribal government or not-for-profit organization. To learn more about the program and whether you would qualify, please visit: <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service>

AMERICANS WITH DISABILITIES ACT: REASONABLE ACCOMMODATIONS

Under the Americans with Disabilities Act (ADA), the Department of Financial Services is required to provide reasonable accommodation for known physical or mental limitations of an otherwise qualified applicant with a disability if an accommodation would enable the applicant to perform the essential functions of the job. If the accommodation would constitute an undue hardship on the operations of the agency, the agency is not required to provide it.

All people with disabilities are encouraged to apply to all jobs for which they meet the minimum qualifications.