



An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill a Job Vacancy

Associate Budgeting Analyst, SG-23

Location: One Commerce Plaza, Albany

Business Unit: Office of Financial Management

Negotiating Unit: Management Confidential (MC)

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

Salary: \$84,246 – \$105,255

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 Associate Budget Analyst in the Office of Financial Management . Duties include, but are not limited to, the following:

- Performs the full range of supervisory duties (i.e., supervises Senior Budgeting Analysts and clerical staff engaged in the preparation and analysis of NPS budgets including contracts and capital expenditures, delegating and reviewing assignments, providing training and guidance on the policies and procedures for analyzing and forecasting personnel-related expenses, preparing probationary reports/performance evaluations, and related administrative tasks);
- Assists in the development of the DFS State Budget Request and implementing the enacted State Budget;
- Assists in agency cash and appropriations management;
- Conducts research and develops reports related to budgetary matters and agency operations as required;
- Monitors DFS spending based on reports from the Statewide Financial System (SFS) and SFS Analytics;
- Assists with data collection for the Department's Annual Report and annual assessments;
- Assists with 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;
- Reviews requests for new contracts, extensions, or amendments, ensuring alignment with resources and program needs;
- Ensures that NPS budget estimates reflect agency priorities and anticipated changes in programmatic or operational requirements;
- Monitors and tracks contract performance and spending throughout the fiscal year, and ensures that obligations are met and expenditures remain within budget;
- Oversees the preparation and analysis of capital spending budgets, including funding for modernization projects and equipment purchases;
- Monitors capital spending yearly to ensure that projects stay within budget and timelines are met;
- Reviews and approves expenditure requests related to NPS costs, ensuring justification and compliance with budget constraints;
- Investigates discrepancies between projected and actual expenditures, identifies root causes, and recommends corrective actions to address any overages or underspending;

- Prepares and supervises the preparation of detailed financial reports summarizing spending patterns, budget forecasts, and any adjustments made to NPS or capital budgets;
- Works closely with procurement, program managers, and agency administrators to gather data on contracts, capital projects, and other NPS spending needs;
- Provides support for special budgetary requests related to contractual services or capital expenditures, including temporary funding needs or adjustments for unforeseen expenses or changes in project scope; and
- Assists in the reviewing the fiscal impact of new policies, legislation, or project requirements on the agency's NPS and capital budgets.

Preferred Qualifications

- Proficiency with Microsoft Office Suite and the Statewide Financial System (SFS).
- Familiarity with State Finance Law / OSC Guide to Financial Operations.
- Excellent analytical, organizational, and multi-tasking abilities.
- Strong work ethic with a focus on collaboration.

Appointment method:

Minimum Qualifications: One year of permanent service as a Senior Budgeting Analyst.

Non-Competitive Promotion (NCP): In accordance with Section 52.7 of the Civil Service Law, if the number of qualified candidates who apply for the position is three or less, a permanent appointment can be made, at agency discretion, by non-competitive promotion of an applicant who meets the minimum qualifications.

List Appointment: Candidates must be reachable on the Civil Service eligible list for 31-134010.

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 March 21, 2025** to the email address listed below. Please include the Box # **(Box ABA-00505)** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Please be advised that the New York State Department of Financial Services does not offer sponsorship for employment visas.

Tidiane Conde
Box ABA-00505
New York State Department of Financial Services
Office of Human Resources Management
One Commerce Plaza, Suite 301
Albany, NY 12257
Email: Tidiane.Conde@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.