An Equal Opportunity/Affirmative Action Employer

# Announcement of Intention to Fill a Job Vacancy

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## 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: $56,183 (Trainee 1 Level SG-14)**
**$62,694 (Trainee 2 Level SG-16)**
**$69,964 - $88,970 (Journey Level SG-18)**

**Appointment Status: Permanent**

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

- Assists in the development of the DFS State Budget Request and implementing the enacted State Budget;
- Assists in agency cash and appropriations management;
- Monitors agency's non-personal service expenditures and assist with the creation of projections;
- Manages the suballocated funding for other state agencies;
- Conducts research and develops reports related to budgetary matters and agency operations as required;
- Monitors Department of Financial Services 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, agencies that receive sub-allocated funding and other control agencies;
- Reviews requests for new contracts, extensions, or amendments, ensuring alignment with available resources and program needs;
- Ensures that Capital Projects budget estimates reflect agency priorities and any anticipated changes in programmatic or operational requirements;
- Monitors and track contract performance and spending throughout the fiscal year, ensuring that obligations are met and expenditures remain within budget;
- Oversees the preparation and analysis of Capital Projects spending budgets, including funding for modernization projects and equipment purchases;
- Reviews and approve expenditure requests related to Capital Projects costs, ensuring they are justified and comply with budget constraints;
- Investigates discrepancies between projected and actual expenditures, identify root causes, and recommend corrective actions to address any overages or underspending;
- Prepares preparation of detailed financial reports summarizing spending patterns, non-personal service budget forecasts, and any adjustments made to Capital Projects budgets;

- Works closely with procurement, program managers, and agency administrators to gather data on Capital Projects spending needs;
- Provides support for special budgetary requests related to non-personal services or Capital Projects expenditures, including temporary funding needs or adjustments for unforeseen expenses or changes in project scope;
- Assists in reviewing the fiscal impact of new policies, legislation, or project requirements on the agency's Capital Projects budgets; and
- Completes all other duties as assigned.

**Appointment Method:**

**List Appointment**: Candidates must be reachable on the Civil Service eligible list for 00-500010, 26-872010, and 40-081010.

**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.

*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.*

**55 b/c Appointment:** Candidates must meet the eligibility requirements of the Governor's Program to Hire Individuals and Veterans with Disabilities as described in Civil Service Law § 55b/c. Information about this program can be found here: https://www.cs.ny.gov/rp55/

**Minimum Qualifications: Trainee 1:** Four years of experience in budget estimation, justification, and expenditure control functions. **Trainee 2:** Five years of experience in budget estimation, justification, and expenditure control functions. **Journey Level:** Six years of experience in budget estimation, justification, and expenditure control functions. **Substitutions:** Associate degree may substitute for two years of specialized experience; bachelor's degree may substitute for four years of specialized experience; master's degree may substitute five years of specialized experience; J.D. may substitute for six years 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 may be 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.

**To Apply:** Interested qualified candidates must submit a resume and letter of interest **no later than November 13, 2026** to the email address listed below. Please include the Box # **(Box SBA-00529)** 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.

Tyler Lebel
Box SBA-00529
New York State Department of Financial Services
Office of Human Resources Management
One Commerce Plaza, Suite 301
Albany, NY 12257
Email: recruitment@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.