

DEPARTMENT OF ECONOMIC DEVELOPMENT

Vacancy Announcement

Position Title: Senior Budgeting Analyst
Grade: SG-18
Appointment Type: Permanent

Due Date: June 16, 2014
Negotiating Unit: PS&T
Jurisdictional Class: Competitive

Department: Fiscal Management

Location: 625 Broadway, Albany, NY 12245

Responsibilities:

Incumbent will focus on following duties:

- **Budget Development:** Gathers, reviews and analyzes background information to obtain pertinent budgetary evaluative material and develops appropriate recommendations for effective and efficient utilization of available resources.
- **Budget Preparation:** Assists in the preparation of the agency's annual, supplemental and deficiency budget requests.
- **Budget Implementation & Monitoring:** Prepares a spending plan translating into available organizational funds in assigned areas and monitors expenditures.
- **Review/assess current Program budgets, evaluate expenditures and repair reports/recommendations on expenditure forecasts.**
- **Interact with Business Services Center and/or SFS to resolve funding issues**
- **Must have extensive working knowledge of the Statewide Financial System budget modules.**

Minimum Requirements:

Candidates must have permanent status as a Senior Budgeting Analyst, Grade 18, and be eligible for lateral transfer; OR be eligible to transfer via Section 52.6 of the Civil Service Law to the Senior Budgeting Analyst title.

Contact Information:

Contact Name: Michelle Pemberton

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Additional: Qualified candidates should forward a resume to email address above, which clearly indicates how the minimum qualifications are met..

(New York State is an equal opportunity/affirmative action employer.)