

JOB VACANCY ANNOUNCEMENT

TITLE: Associate Budgeting Analyst, SG-23

LOCATION: Office of Homeland Security
State Campus, Building 7A
Albany, NY 12226

SALARY: \$61,963- \$76,101 (PS&T)

APPOINTMENT STATUS: Contingent Permanent

Minimum Qualifications for Appointment: INTERESTED CANDIDATES MUST BE CURRENTLY EMPLOYED BY A NEW YORK STATE AGENCY. Transfer opportunity for a permanent State employee with one year of permanent competitive service as an Associate Budgeting Analyst.

OR

52.6 Transfer:

One year of permanent competitive service in a position at the SG-21 level or above designated administrative pursuant to Section 52.6 of the Civil Service Law.

70.1 Transfer:

One year of permanent competitive service as an Associate Accountant, SG-23 or Community Finance Specialist, SG-23.

Duties:

The incumbent will be responsible for managing the process governing fiscal availability of a large federal grant award program, including preparation of budget certificates, liaison with the Comptroller's Office and Division of the Budget, liaison with fund recipients (state agencies), and internal management of funds for contracting purposes. This will involve preparing reports for DOB and the federal agency, and internal reports on disbursements and unspent funds; monitoring billing and making payment on fringe and indirect costs; tracking expenditures against non-personal administrative funds; assisting in the agency budget process, particularly in regard to reappropriated money. The incumbent must be aware of federal guidance restricting fund usage; the disparate programs for which funding is available; lapse dates; agency priorities; and OSC regulations regarding appropriations/reporting.

Application Process: The Office of General Services provides human resources support for the Office of Homeland Security. Accordingly, to apply for this vacancy, candidates are required to submit a clear, concise resume providing specific, verifiable information about their qualifying experience (including your Social Security Number so that we can verify your State employment history) by close of business July 23, 2008 to:

Laura Fedoreshenko
Senior Personnel Administrator
Office of General Services
Division of Human Resources Management, Personnel Service Unit
39th Floor, Corning Tower, Empire State Plaza
Albany, New York 12242

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