



Program Aide – Human Resources

Administrative Services Unit

Salary: \$51,920 to \$65,219

Reference #EX-AD-01

Advance your career at the New York State Division of the Budget (DOB)! DOB develops, negotiates, and implements one of the largest government budgets in the country, which provides the fiscal roadmap for State programs, policies, and services.

The Human Resources Team is responsible for staffing, health benefits, time and attendance, and payroll administration for DOB and time and attendance and payroll administration for the Executive Chamber, and Lieutenant Governor's Office. Additionally, the team collaborates with our Training and Staff Development Office, has a lead role in recruitment and staffing decisions, administers competitive service exams, manages the probation and performance evaluation programs, and is frequently engaged in developing and implementing initiatives to meet human resource objectives for DOB.

This position will include some office administration and support responsibilities. As part of a small team of dedicated professionals, this position will offer opportunities to learn all facets of our work and to have meaningful roles in our broader efforts.

Responsibilities

The Program Aide on the Human Resources team will be involved in:

- Reviewing personnel documents, policy drafts, and communications for accuracy and convey appropriate tone and structure.
- Organizing office operations for DOB's Administrative Services Unit and providing administrative support to the Director of Administration.
- Supporting the administration of Civil Service examinations.
- Managing the probationary and performance evaluation program.
- Managing internal and external personnel communications by working with team members to provide thorough and timely responses.
- Preparing informational updates for agency distribution.
- Assisting in monitoring and maintaining the time and attendance tracking system including (but not limited to): updating organizational changes; creating and auditing timesheets; tracking program usage.
- Engaging in broader human resources initiatives, including opportunities for project leadership and creative problem-solving.

Qualifications

The successful candidate should be able to work well both independently and as part of a team, have strong interpersonal skills, and the ability to manage competing priorities. The candidate should possess exceptional editing and communications skills and be comfortable learning information technology systems.

Benefits of Working at DOB

Learn about DOB's benefits: including health and wellness perks; work-life balance programs; and learning



and development opportunities at <https://www.budget.ny.gov/employment/benefits.html>.

Experience of Working at DOB

Entry level analysts benefit from the knowledge and mentoring of seasoned staff while learning policy development and implementation. For more on what it's like to work at DOB, check out DOB's Employment [video series](#).

How to Apply

To be considered for this or future positions with DOB, please complete the [Online Employment Application](#) and select "Program Aide" as the "Title Applying For." Applications are held in DOB's resume database for three months, after which candidates may reapply to be considered for future opportunities.

If you require assistance in applying for employment with the DOB, or if you have any questions about working for DOB, please contact CareerOpportunities@budget.ny.gov.

AN EQUAL OPPORTUNITY EMPLOYER

The Division of the Budget is proud to be an equal opportunity employer. We celebrate diversity and encourage women, people of color, LGBTQ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. We do not discriminate based on race, religion, color, national origin, sex, sexual orientation, gender identity and/or expression, age, veteran status, disability status, arrest record or criminal conviction history, or any other category protected by law.

We are happy to provide religious accommodations during the hiring process for those in need. If you have a disability or special need that requires a reasonable accommodation, please send a request to Accessibility@budget.ny.gov.