



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2022 -066 - P	<b>ISSUE DATE:</b> July 20, 2022	<b>CLOSING DATE:</b> August 17, 2022
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<b>TITLE:</b> State Budget Specialist Trainee - OR - State Budget Specialist 1	<b>OPEN TO:</b> General Public
<b>DIVISION:</b> Office of Management & Budget	<b>TITLE CODE:</b> 50842/50841 <b>RANGE:</b> Y95/Y22
<b>UNIT:</b> Various	<b>WORKWEEK:</b> NL (35 hours)
<b>LOCATION:</b> 33 West State Street, Trenton, New Jersey	<b>SALARY RANGE:</b> \$ 54,390.80 – \$ 56,893.23 (Trainee) \$ 59,521.38 – \$ 84,344.10 (SBS1)

### POSITION DESCRIPTION

The New Jersey Department of the Treasury’s, Office of Management and Budget (OMB) seeks to hire State Budget Specialists. OMB’s primary mission is to advise the Governor and Treasurer in preparing the multi-billion dollar State Budget and to supervise its administration among various State agencies. OMB operates in a fast-paced environment investigating issues that are complex, politically sensitive, and frequently involve millions of dollars in resources. OMB State Budget Specialists use their professional experience and academic training to assess programmatic costs and benefits, effectiveness, alternative service-delivery strategies, and relative funding priorities. They also develop recommendations for specific planning and budgeting actions. State Budget Specialists responsibilities include:

- Help prepare the State Budget by reviewing agency budget submissions for technical and conceptual accuracy, including budget format and completeness;
- Identify opportunities for future budget savings, including management efficiencies;
- Monitor and project agency spending to identify potential surplus funding as well as programs where budgeted funding may fall short of actual need;
- Evaluate policy initiatives of one or more State agencies;
- Provide program analyses to senior OMB management and Treasury officials on specific, high-profile issues.

Working in sections of 4 to 5 professionals, State Budget Specialists interact with senior staff from OMB and various State agencies. Such interactions provide a unique glimpse of the critical issues facing State government and the forces that shape public policy.

OMB provides formal, in-house training on technical budgeting, OMB data systems, revenue analysis, and other key tasks. Section managers conduct regular performance evaluations to identify areas for staff growth. While work demands are extensive, especially during preparation of the Governor’s proposed Budget and the Appropriations Act, high-performing candidates can look forward to a well-defined career ladder with opportunities for advancement.

Standard workweek is Monday through Friday. This position may be eligible to participate in the Department's pilot telework program, which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details will be made available throughout the interview process. Position offers a comprehensive benefits package including medical, prescription drug and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.

### POSITION REQUIREMENTS FOR STATE BUDGET SPECIALIST TRAINEE

**Education:** Graduation from an accredited college or university with a Bachelor's degree in Management Science, Economics, Accounting, Public or Business Administration, Political Science, Finance, Mathematics, Public Policy, Government Administration, Actuarial Science, Statistics, or Budgeting. Proof of degree is required.

**Note:** Possession of a Master’s degree in one of the above areas from an accredited college or university will satisfy the education requirement irrespective of the area of concentration at the Bachelor’s level.

**Trainee Titles** Appointees to a Trainee title will serve a four (4) month working test period and a one (1) year training period concurrently. Upon successful completion of one (1) year training period, incumbent will be advanced to the journeyman title. A Civil Service examination is not required for this advancement.



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### POSITION REQUIREMENTS FOR STATE BUDGET SPECIALIST 1

- Education:** Graduation from an accredited college or university with a Bachelor's degree in Management Science, Economics, Accounting, Public or Business Administration, Political Science, Finance, Mathematics, Public Policy, Government Administration, Actuarial Science, Statistics, or Budgeting. Proof of degree is required.
- Note:** Possession of a Master's degree in one of the above areas from an accredited college or university will satisfy the education requirement irrespective of the area of concentration at the Bachelor's level.
- Experience:** One (1) year experience in the compilation and review of program and budgetary information, including analysis, development, and/or evaluation of budgets or operations of a private or public organization.
- Note:** Possession of a Master's degree in one of the above areas from an accredited college or university may be substituted for one (1) year of the indicated experience.
- Note:** A general Bachelor's degree supplemented by a minimum of twenty-four (24) semester hour credits in any combination of the following areas: Management Science, Economics, Accounting, Public or Business Administration, Political Science, Finance, Mathematics, Public Policy, Government Administration, Actuarial Science, Statistics, or Budgeting, including one (1) additional year of experience as stated above, may be substituted for the education and experience requirements.

### IMPORTANT NOTES

- Veteran's Preference:** Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.
- Starting Salary:** In accordance with N.J.A.C. Title 4A, new appointments will be limited to a starting salary between Step 1 and Step 4 of the salary range.
- Foreign Degrees:** Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.
- Residency:** In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.
- Work Authorization:** Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.



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## INSTRUCTIONS TO APPLY

If you are qualified, please submit the documents listed below by 5:00 p.m. on August 17, 2022:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)

**Treasury Employment Recruiter**

Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)

(Please list the "2022-066-P – State Budget Specialist" in the Subject Line)

Submissions must be received timely to the email address listed above in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

### THIS IS NOT A PROMOTIONAL ANNOUNCEMENT

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by:

*Antoinette Sargent*

Antoinette Sargent, Human Resource Officer

*The State of New Jersey is an Equal Opportunity Employer*