



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2024 - 081 - P	ISSUE DATE: June 6, 2024	CLOSING DATE: August 6, 2024
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TITLE: State Budget Specialist Trainee (50842) -OR- State Budget Specialist 1 (50841)	OPEN TO: General Public
DIVISION: Office of Management and Budget	TITLE CODE, SALARY RANGE, WORKWEEK: 50842 – P95 - \$57,420.37 – \$60,062.18 NL Workweek 50841 – P22 - \$62,836.72 – \$89,042.11 NL Workweek
LOCATION: 33 West State Street, Trenton, NJ	

JOB 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;
- [Click here to watch the State Budget Analyst Recruitment Video](#) created by the National Association of State Budget Officers (NASBO).

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. Position offers a comprehensive benefits package including medical, prescription and prescription drug coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.



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POSITION REQUIREMENTS

State Budget Specialist Trainee

- Education & Experience:** 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.
- Note:** Please refer to the Advancement section located at the bottom of [this title specification](#) for a comprehensive list of approved journeyman titles connected to this trainee title. Experience must be related to the journeyman title associated with the position.
- License:** Appointee will be required to possess a driver's license valid in New Jersey in order to perform the essential duties of the position.

IMPORTANT NOTES

- 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.

POSITION REQUIREMENTS

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

- 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.



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GENERAL INFORMATION

Vacancy Notice:

This is not a promotional announcement. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

SAME Applicants:

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-SAME@csc.nj.gov or call CSC at (609) 292-4144, option 3.

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>.

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, OPT, or H1B visas are not eligible for employment.

INSTRUCTIONS TO APPLY

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.

If you are qualified, please submit the documents listed below by 5:00 p.m. on August 6, 2024:

- 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

(Please list the "2024- 081- P- State Budget Specialist Trainee/ State Budget Specialist 1" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent (nr)

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer