



Examination No. and Title	Salary Grade	Salary	Non-Refundable Processing Fee
<b>28-376 Budget Examiner</b>	<b>18</b>	<b>\$51,905</b>	<b>\$35</b>

**Oral Test To Be Held**  
**NOVEMBER 2016**

**Applications MUST Be Submitted or Postmarked By**  
**OCTOBER 5, 2016**

**ONLINE APPLICATION PROCESS AVAILABLE** at <http://www.cs.ny.gov/exams>

**THE LIST RESULTING FROM THIS EXAMINATION WILL BE USED FOR VACANCIES IN THE ALBANY AREA ONLY.**

**TESTING FOR THIS TITLE WILL BE CONDUCTED IN THE ALBANY AREA ONLY.**

**MINIMUM QUALIFICATIONS:** On or before November 30, 2016, you must have a bachelor's degree AND TWO years of professional-level budgeting experience involving the analysis, evaluation, and development of recommendations on major expenditure decisions for a CENTRAL budgeting agency of a governmental jurisdiction.

**Substitution:** a master's degree may be substituted for one year of the experience described above.

For the purpose of this examination, examples of a central budgeting agency of a governmental jurisdiction would include federal, state, or local CENTRAL budget departments or offices. A central budgeting agency is in charge of reviewing the budgets of all the agencies in the jurisdiction. Experience working on the budgets of individual agencies within a jurisdiction such as a Budget Analyst in a state agency is NOT considered qualifying experience for this examination.

**NOTES:**

1. Your degree must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write to the Examination Information Desk of the NYS Department of Civil Service for a list of acceptable companies who provide this service. This information can also be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee. If you are applying on the Internet, you must mail the independent verification of equivalency to the NYS Department of Civil Service, Albany, New York 12239. Attention: S1DAG.
2. Appropriate part-time and volunteer experience, which can be verified, will be accepted on a prorated basis.
3. New York State residence is not required.

**THE POSITIONS:** These positions exist in the New York State Executive Department, Division of the Budget in the Albany area only.

**DUTIES:** As a **Budget Examiner**, you would be responsible for the central oversight and control of the fiscal operations of state departments, agencies, and public authorities. These tasks would include reviewing and analyzing budget requests relative to expenditure history and projected requirements and recommending program priorities and appropriation levels for the ensuing fiscal year; developing expenditure projections and monitoring agency compliance with revenue limitations; anticipating changes in operating procedures; developing appropriate program evaluation techniques; surveying agency operations and making recommendations for improvement; analyzing and preparing formal recommendations on program legislation; drafting correspondence for the Governor's Office; and participating in the explanation of state programs to public interest groups and other citizens.

**Important:** As the processing fee is non-refundable, verify that you entered the correct examination number and title on your online or paper application prior to submitting. If you apply online, you should immediately review your email confirmation notice to verify that you applied for the correct examination. If you do not receive a confirmation number after submitting your online application, your application was **NOT** received by the Department of Civil Service. **No late applications will be accepted after the filing deadline has passed.**

**SUBJECT OF EXAMINATION:** There will be an **oral test** which you must pass in order to be considered for appointment. The **oral test** is designed to evaluate, against the general background of the position, the ability to:

1. Identify, analyze, and solve problems.
2. Present/respond clearly and effectively.
3. Use interpersonal skills to accomplish work objectives and to establish rapport with the panel of oral test examiners.

At the time of the oral test, you will be given descriptions of a number of situations typical of a Central Budgeting Agency, along with specific problems that must be addressed. You will be allotted one hour to read and prepare to respond to these problems. In your oral presentation you will be expected to address factors to consider, demonstrate an awareness of issues, and recommend actions/steps that need to be taken. After each presentation you will be asked follow-up questions to probe the depth of your knowledge and understanding.

Your final score must be 70 or higher in order to pass. Rank on the eligible list will be determined after adding any wartime veterans' and Civil Service Law Section 85-a credits to your final passing score.

The oral test will be held in Albany.

**Important:** The Department of Civil Service and other state agencies may communicate with you through email correspondence. This may include the notification of your examination results and canvassing you for interest in appointment. It will be important for you to keep your email address, phone number and mailing address current by logging into <https://www.cs.ny.gov/home/myaccount>.

**HOW TO APPLY:**

- Online our Internet address is <http://www.cs.ny.gov/exams>. NOTE: If you apply online, the non-refundable application processing fee must be paid online via a credit card unless you qualify for a waiver or you are a member of NYS CSEA; or
- Download the examination application NYS-APP form at <http://www.cs.ny.gov/announ/applications.cfm>; or
- Email [cs.sm.examinfo@cs.ny.gov](mailto:cs.sm.examinfo@cs.ny.gov) to request NYS-APP form; or
- Obtain NYS-APP form from a State agency or facility personnel/business office; or
- Request NYS-APP form by calling the Department of Civil Service in the Albany area at 518-457-2487 or toll free at 1-877-697-5627.

The NYS Department of Civil Service reserves the right to reject for lateness or to accept applications filed after the advertised filing period. All statements you make on your application are subject to investigation.

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**ADDITIONAL INFORMATION**

**NEW YORK STATE IS AN EQUAL OPPORTUNITY EMPLOYER:** It is the policy of the state of New York to provide for and promote equal opportunity in employment, compensation, and other terms and conditions of employment without unlawful discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, marital status, domestic violence victim status, genetic predisposition or carrier status, or arrest and/or criminal conviction record unless based upon a bona fide occupational qualification or other exception.

Appointment to many positions in State government require candidates to undergo an investigative screening. This may include a thorough character investigation, a Federal Bureau of Investigation Criminal Record History Check, a Child Abuse Registry clearance, or other similar procedures. Candidates may be fingerprinted and may be required to pay any necessary fees for that procedure. Depending on the nature of the job, the criminal convictions discovered, or any falsified or omitted information revealed, the investigative findings may bar appointment or result in removal after appointment.

**ELIGIBILITY FOR EMPLOYMENT:** You must be legally eligible to work in the United States at the time of appointment and throughout your employment with New York State. If appointed, you must produce documents that establish your identity and eligibility to work in the United States, as required by the federal Immigration Reform and Control Act of 1986, and the Immigration and Nationality Act.

**REASONABLE ACCOMMODATIONS IN TESTING:** It is the policy of the Department of Civil Service, in accordance with the New York State Human Rights Law and the Americans with Disabilities Act, to provide qualified persons with disabilities equal employment opportunity and equal opportunity to participate in and receive the benefits, services, programs, and activities of the Department. It is the policy of the Department to provide such persons reasonable accommodations and reasonable modifications as are necessary to provide equal opportunity. Persons with disabilities who require an accommodation to participate in an examination must note this on their application. Further information is available from the Test Administration Unit of the Department of Civil Service. In the Albany area, call 518-457-2487. Outside of the Albany area, call toll free at 1-877-697-5627. For TDD services, call NY Relay at 711 (requires a fee) or 1-800-662-1220.

**CELL PHONES OR ELECTRONIC/COMMUNICATION DEVICES AT THE TEST SITE:** Do NOT bring cell phones, beepers, headphones, or any electronic or other communication devices to the test site. The use of such devices at the test site in the test room, hallways, restrooms, building, grounds, or other areas could result in your disqualification.