



PROMOTION EXAMINATION

Examination No. & Title	Salary Grade	Beginning Salary
92-013020 Principal Budget Examiner	M-4	\$127,507

**Training and Experience Test To Be Held:
JUNE AND JULY 2026**

**You MUST submit your application online or postmark it by:
MAY 27, 2026**

Promotion examination open to all qualified employees of the New York State Division of the Budget.

Minimum Qualifications: On or before May 27, 2026, you must be a qualified employee of the **New York State Division of the Budget** in a permanent competitive, non-competitive NY HELPS*, or 55-b/55-c position allocated to a G-27 or higher OR in a position allocated to an M-2 or higher. If you have received a permanent appointment to a qualifying title listed and served provisionally** in that title immediately preceding your permanent appointment, such provisional service may be counted towards meeting the time in title required for this examination.

If you were permanently appointed to a qualifying title on or before May 27, 2026, and have served continuously in this title since that date, you are eligible to file for this examination.

**If you were permanently appointed via the New York Hiring for Emergency Limited Placement Statewide (NY HELPS) program to a qualifying title in the non-competitive class on or before May 27, 2026, and have served continuously in this title since that date, you may apply for this examination.*

***If you were permanently appointed to a qualifying title and had provisional service in the same title immediately preceding the permanent appointment, such provisional service may be counted towards meeting the time in title required to apply for this examination. Your provisional appointment must have been on or before May 27, 2026, to qualify for this examination.*

Qualifying Experience For Appointment From The Eligible List: After one year of the service described in the Minimum Qualifications, successful candidates will be qualified for appointment from the eligible list.

Employees appointed via the NY HELPS program to a qualifying title in the non-competitive class will have their names restricted from appointment from the eligible list until their position is covered-in to the competitive class by action of the New York State Civil Service Commission or otherwise obtain permanent competitive status in the position.

If you have received a permanent appointment to a qualifying title listed and served provisionally in that title immediately preceding your permanent appointment, such provisional service may be counted towards meeting the time in title required for appointment from the eligible list.

The Positions: These positions exist in the New York State Division of the Budget and are located in Albany.

Duties: As a **Principal Budget Examiner**, you would supervise the review, analysis, and development of recommendations of assigned State agencies' plans for the funding and operation of their programs or capital improvement programs; the monitoring of expenditures of approved resources for effective and efficient utilization; the conduct of in-depth studies of related issues, programs and operations; and the analysis and development of recommendations on legislation in functional area; and/or directly perform these activities in especially sensitive or critical areas.

Subject of Examination: To be considered for appointment to this title, you must pass a **training and experience test**. The **training and experience test** uses a questionnaire to evaluate your training and experience as it relates to:

1. Supervisory skills
2. Research, problem analysis and solution generation
3. Communication skills
4. Interpersonal relations
5. Planning, organizing and time management

If you meet the minimum qualifications, you will be sent the questionnaire. Your responses on the questionnaire will be the only basis for rating your training and experience. Ambiguity, vagueness or omissions will not be decided in your favor. Do NOT send resumes.

The information you provide on the application and questionnaire is subject to verification. You may be required to furnish written verification of the education, experience, certification, or licensure claimed. False statements may result in removal from the eligible list or termination of employment.

Credit For Seniority: Seniority will be given due weight in the evaluation of education and experience.

How & Where to Apply: It is recommended you email your completed examination application to humanresources@budget.ny.gov OR mail your completed examination application to: New York State Division of the Budget, Administrative Services Unit, State Capital, Albany, NY 12224 through the USPS. DO NOT USE INTER-AGENCY MAIL.

- Download an examination application [NYS-APP form](#); or
- Email cs.sm.examinfo@cs.ny.gov to request NYS-APP forms; or
- Obtain an 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.

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 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, veteran or military service member status, marital status, domestic violence victim status, genetic predisposition or carrier status, arrest and/or criminal conviction record, or any other category protected by law, unless based upon a bona fide occupational qualification or other exception.

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 Accommodation Unit of the Department of Civil Service at Testaccommodation@cs.ny.gov.

ELIGIBILITY FOR EXAMINATION: To be considered a qualified employee eligible to compete in this examination, you must be employed in, or on leave from, the specified department or agency on a permanent or contingent permanent basis in the competitive class, or in the non-competitive class or labor class if specifically noted on this announcement (or be on an appropriate preferred list), and have the specified time in the specified title or salary grade. You may not compete in a test for a title if you are permanently employed in that title (unless you are still on probation) or in a higher direct line of promotion.