



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2025 - 106 - P	ISSUE DATE: October 9, 2025	CLOSING DATE: October 24, 2025
TITLE: State Budget Specialist Trainee (50842) - OR State Budget Specialist 1 (50841)	OPEN TO: General Public	
TITLE CODE, SALARY RANGE, WORKWEEK: 50842 - P95 - \$61,510.13 - \$64,340.11 NL Workweek 50841 - P22 - \$67,312.27 - \$98,503.27 NL Workweek	DIVISION: Office of Management & Budget	
UNIT: Budget	LOCATION: 33 West State Street, Trenton, New Jersey	

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.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees' Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at <https://www.nj.gov/treasury/pensions/>. Please refer to the **Active Employees** section on the home page.



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POSITION REQUIREMENTS

FOR 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.

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.

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.

Starting Salary State Budget Specialist 1:

In accordance with N.J.A.C. Title 4A and the Compensation Compendium, new appointments will be limited to a starting salary between Step 1 and Step 9 of the salary range. Starting salary will be assigned based upon qualifications.



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GENERAL INFORMATION

Vacancy Notice:

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

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 and must be included in your application submission by the closing date.

NJ SAME Program:

In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email CSC-SAME@csc.nj.gov or visit <https://nj.gov/csc/same/overview/index.shtml>.

NJ Veteran's Preference:

New Jersey's merit system provides absolute veteran preference in employee selection. Qualified veterans are placed at the top of open competitive employment lists and priority on certain certified lists. If you have established NJ Veteran's Preference, a copy of your New Jersey Veteran's Preference card must be included in your application submission by the closing date. For more information, visit: [Civil Service Preference for Veterans](#).

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and H1B visas are not eligible for employment.

INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below 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 October 24, 2025:

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

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2025 - 106 - P State Budget Specialist" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent/sd
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer