

CLASS SPECIFICATION

Budget Analyst
Code Number: _____

GENERAL PURPOSE

Under general direction, performs statistical, financial and management analyses and assists in the formulation and administration of the Commission's annual budget; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Budget Analyst is the entry-level class in the Commission's budget analysis job family. The incumbent performs a variety of statistical, financial and management analyses which range from routine to moderately difficult in connection with formulation, presentation and administration of the Commission's annual budget. An incumbent is expected to demonstrate strong analytical skills and exercise sound independent judgment in making proposals and recommendations based on analyses performed within areas of assigned responsibility.

Budget Analyst is distinguished from Senior Budget Analyst in that a Senior Budget Analyst performs the more complex financial and budgetary analyses requiring more in-depth understanding of the Commission's funding sources and associated requirements and its financial and budgetary systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Develops or analyzes budget requests and proposals for assigned sections and expense categories; evaluates proposed expenditures against historical budget and expenditure data; works with section managers to resolve discrepancies; drafts budget request summaries with supporting schedules of data; develops data and performs calculations to formulate expense levels for assigned accounts.

Assists in typing, editing, reviewing and compiling the final budget document for review and approval; assists in translating the approved budget into section and Activity-based Budget formats; sets up and maintains approved budget binders; updates data on approved budget in the on-line general ledger system.

Researches, compiles, analyzes and presents information required in support of federal and state program and grant funding requests.

Develops and maintains schedules for use in tracking expenditures for assigned accounts against the approved budget; reviews monthly expenditure reports and analyzes expenditure patterns; works with section managers and Fiscal Services staff to identify the sources of, correct errors and resolve discrepancies.

OTHER DUTIES

Performs special cost, trend, impact and other analyses and drafts reports and recommendations on assigned projects.

Performs bi-monthly updates of payroll allocations by section and activity.

Answers questions and provides interpretations of Commission budget and related policy issues to managers and employees.

Recommends procedural changes to improve the budget formulation and administration process.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Theory, principles, practices and techniques of public agency budget development and administration; applicable state and federal law and regulations governing public agency budgeting; computer tools and software, particularly as related to statistical analysis, modeling, data management and manipulation; principles, practices and methods of administrative, budgetary and procedural analysis; principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.

Ability to:

Operate a personal computer and spreadsheet, wordprocessing, financial modeling and other standard software; analyze and make sound recommendations on financial and budget data; apply methodologies appropriately in performing mathematical and statistical calculations and analyses; prepare clear, concise and comprehensive financial analyses, reports and presentation materials; exercise sound independent judgment within established procedures; understand, interpret, explain and apply federal, state, local and Commission laws, regulations and policies regulating financial accounting, reporting and recordkeeping; evaluate budget and financial information and make sound recommendations within areas of responsibility under intensive deadlines; communicate clearly and effectively, orally and in writing; establish and maintain effective working relationships with Commission management, employees and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledges, skills and abilities outlined above is graduation from a recognized four-year college or university with a major in finance, accounting or a closely related field; and one year of responsible experience performing financial, statistical and budgetary analyses, preferably in a governmental agency; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand and to regularly lift up to 10 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines; and interact with Commission managers, employees and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions and the noise level is usually quiet.