BUDGET ANALYST 1

Nature of Work

Under close supervision, works in a training capacity to learn to perform technical/mathematical work relative to governmental budget preparation, review and/or monitoring. Work requires acute attention to detail and ability to work under pressure of deadlines. Extended work hours may be required to meet seasonal budget deadlines. Performs related work as required.

Distinguishing Characteristics

Employee will learn to perform seasonal governmental budget duties in preparation or application of Executive Budget Document and Budget Bill; Legislative or Agency financial projections and/or fiscal notes; expenditure schedules and personal services; and appropriation request documents. Work is characterized by initial performance of job duties under close review and supervision with gradual assumption of more independence as proficiency is demonstrated. On job training and learning curve customarily requires a minimum of two sequences through the annual budget process to achieve full-performance level work.

Examples of Work

Assists in the collection of data used in the preparation of the Executive Budget Document and Budget Bill or studies and interprets documents for agency impact.

Enters agency budget figures, expenditure schedules, and personal services into computerized data bases, verifies information, updates system as changes are processed, notified agency staff of problems.

Assists in the development or review of annual agency expenditure schedules in compliance with the Budget Bill and specific guidelines.

Assists in the preparation of agency appropriation requests or reviews for completeness, uniformity and conformity to established guidelines.

Assists in the annual revision and distribution of budget forms and instruction booklets.

Uses computer to assist in the development of spreadsheets for budget expenditure review, revenue forecasting and analysis.

Assists in the preparation of or reviews agency modifications to approved expenditure schedules and/or appropriation requests in compliance with guidelines.

Uses computer data bases to compile financial data, prepare various listings and reports, and perform financial analyses.

Performs mathematical computations and extensive proofreading in reviewing budget documents.

Assists in the performance of special projects involving budget planning, reporting, preparation, and/or monitoring.

BUDGET ANALYST 1 (cont'd)

Knowledge, Skills and Abilities
 Knowledge of bookkeeping principles and practices.
 Knowledge of mathematical techniques used in the collection,
 review, and presentation of data.
 Knowledge of financial procedures as applied to budgetary
 processes.
 Knowledge of computer capabilities and spreadsheet
    applications.
 Skill in the use of a calculator.
 Ability to perform mathematical computations.
 Ability to apply rules, regulations, and policies to specific
    problem applications.
 Ability to follow oral and written instructions.
 Ability to communicate effectively.
 Ability to establish and maintain effective working
    relationships with budget staff of other agencies and the
    public.

Minimum Qualifications
 TRAINING Graduation from an accredited four-year college or
 university with a major in business administration, public
 administration, accounting, statistics, economics, finance,
 public policy analysis or related fields.
 SUBSTITUTION Technical experience in governmental budget
 preparation, monitoring, or review may be substituted for
 the training on a year-for-year basis.

Established: 9/19/90
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