

**BUDGET ANALYST 2****Nature of Work**

Under general supervision, performs 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**

Performs seasonal governmental budget duties in preparation or application of Executive Budget Documents and Budget Bill, legislative or agency financial projects and/or fiscal notes; expenditure schedules and personal services; and appropriation request documents at the full-performance level or competence. Has participated in all phases of budget review, monitoring, or preparation duties and functions at the full performance level. Work is characterized by ability to perform with reduced oversight and includes has the authority to conduct review, monitoring or preparation activities and pursue corrective action; works independently with assistance or instruction provided as requested and review performed upon completion of specific elements. May supervise clerical staff performing duties related to the budgetary process.

**Examples of Work**

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

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.

Develops or reviews annual agency expenditure schedules in compliance with the Budget Bill and specific guidelines.

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

Reviews/monitors agency budget figures, expenditure schedules, and personal services using computerized data bases; verifies information, updates system as changes are processed; notifies agency staff of problems.

Assists in the annual revision and distribution of budget forms and instruction booklets and answers questions regarding line item definitions and interpretations.

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

Performs mathematical computations and extensive proofreading in reviewing budget documents.

May assign and review the work of the clerical support staff.

**BUDGET ANALYST 2 (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 governmental budgetary processes and applicable guidelines.
- Knowledge of budget office computer data bases.
- Skill in the use of a calculator.
- Ability to apply rules, regulations and policies to specific budget applications.
- Ability to perform mathematical computations.
- Ability to design and construct spreadsheets.
- Ability to establish and maintain effective working relationships with budget staff of other agencies and the public.
- Ability to communicate effectively.
- Ability to follow oral and written instructions.

**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** Additional full-time or equivalent part-time paid experience as described below may be substituted for the training on a year-for-year basis.

**EXPERIENCE** Two years of full-time or equivalent part-time paid technical experience in governmental budget preparation, monitoring and/or review.

Established: 9/19/90  
Revised: 9/8/94  
Effective: 9/8/94