

BUDGET ANALYST 3**Nature of Work**

Under limited supervision, performs advanced technical/mathematical work relative to governmental budget preparation, review, and/or monitoring. Leads the work of professional and support staff. Work requires acute attention to detail and ability to work under pressure of deadlines. Extended work hours may be required to meet executive budget cycle deadlines. Performs related work as required.

Distinguishing Characteristics

Performs 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 advanced level or competence. Has participated in all phases of budget review, monitoring, or preparation duties and functions at the advanced level. Work is characterized by ability to perform with reduced oversight and the authority to conduct reviews, monitoring or preparing activities and pursuing corrective action; works independently with limited assistance. Incumbent has lead worker responsibilities of assigning, overseeing, and reviewing work of other Budget Analysts and possible support staff.

Examples of Work

Analyzes agency appropriation requests by reviewing for completeness, uniformity and conformity to established guidelines.

Assists in the preparation of the Executive Budget Document and Budget Bill for presentation to the Legislature.

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

Compiles agency requests for additional funding and summarizes information for review.

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 of budget forms and instruction booklets by recommending changes that will improve the budget process as well as clarifying material for state agencies and budget staff.

Assists agency fiscal officers with requests for budget information.

Develops/maintains computer spreadsheets for financial analysis; maintains budget reports and expenditure schedule information on computerized data bases.

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Performs mathematical computations and extensive proofreading in reviewing budget documents.

Oversees and reviews work of professional and clerical staff. Trains other Budget Analysts; considered as lead worker.

Establishes and instructs training programs to assist agency fiscal officers with numerous stages of the budget cycle.

Attends Legislative budget hearings and budget hearings with the Secretary of Administration and the Governor's Office.

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.

Skill in the use of a calculator.

Skill in the use of computer spreadsheets, data bases, and the Financial Information Management System (FIMS).

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.

Ability to instruct, assign and review work of others.

Ability to work under pressure of deadlines.

Minimum Qualifications

TRAINING: Bachelor's degree 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: Four years of full-time or equivalent part-time paid technical work in governmental budget preparation, monitoring and/or review.

Established: 3/20/97

Effective: 5/01/97