

BUDGET ANALYST

NATURE OF WORK IN THIS CLASS:

This is complex technical work involved in budget formulation and administration.

Employees in this class perform the full range of complex budgetary activities, including independent work in specialized areas of the profession.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Compiles and analyzes statistical, fiscal, and program information for budget formulation and administration.

Examines budget estimates for completeness, accuracy and conformance with policies, procedures, federal and other program requirements.

Provides technical advice and assistance to agency officials in the preparation of their program budget estimates.

Prepares and assembles fiscal and statistical data, charts, graphs and reports for use in budgetary evaluations and budget hearings; attends budget hearings; maintains files of budgetary information.

Writes periodic budget variance narratives and departmental trends analyses; performs research in general economic trends affecting the agency's spending patterns; recommends new formats of spending levels; advises on management and budgetary problems.

Analyzes appropriation bills and evaluates the possible effects on departmental programs and fiscal operations.

Develops instructions and guidelines for the preparation, analysis and control of departmental budgets.

Analyzes accounting reports for the purpose of maintaining expenditure controls; prepares periodic budgetary reports.

May prepare and maintain accounting records and reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILL:

Knowledge of the principles, practices and techniques of budget administration.

Knowledge of the basic principles, practices and techniques of accounting.

Knowledge of the principles and practices of public administration.

Ability to comprehend program goals, objectives and operations and to relate these to budgetary analysis.

Ability to apply and promote the use of management techniques in departmental operations to obtain budgetary savings.

Ability to evaluate and advice on management and budgetary problems.

Ability to interpret and apply pertinent laws, regulations and other program guidelines.

Ability to prepare and interpret financial reports and statements.

Ability to learn and apply automatic data processing capabilities.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

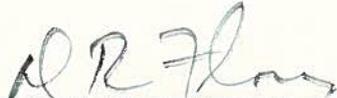
Ability to maintain records and prepare technical and management reports.

MINIMUM EXPERIENCE AND TRAINING:

(A) One year of technical experience in budget preparation and administration and graduation from a recognized college or university with a Bachelor's degree in business or public administration, economics, or related field; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY 1980



DAVID R. FLORES, Executive Director
CIVIL SERVICE COMMISSION