

BUDGET AND MANAGEMENT ANALYST II**NATURE OF WORK IN THIS CLASS:**

This is moderately complex professional work involved in the preparation and administration of budgets of executive departments and agencies.

Employees in this class perform moderately complex budget work on an ongoing basis and participate in the full range of complex duties under closer supervision.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Directs and provides assistance to assigned departments/agencies in the preparation and presentation of their annual budget; reviews requests for accuracy and conformity to the Governor's established policies and priorities, and recommends adequate funding level to meet departmental needs and established administrative guidelines; prepares impact statements and attends legislative budget hearings to support the executive budget requests; maintains budgetary control records.

Assesses the impact of budget laws as it relates to possible approaches to policy implementation; advises departments/agencies of executive policies and legislative intent pertaining to the use of appropriations, transfers of funds and related budgetary matters.

Evaluates applications for federal funding support and makes comments and recommendations for the Clearinghouse Review Committee; monitors grant awards to ensure compliance with state plan and grant conditions.

Evaluates departmental requests in regard to contracts, recruitment and other personnel matters, travel requests, purchase orders, direct payments and requisitions; and makes recommendations for approval/disapproval based on funding capabilities and established administrative policies and priorities.

Assists higher level analysts in the conduct of complex management surveys and studies and special projects.

Analyzes and updates BACIS records affecting assigned departments/agencies and accounting files for appropriations/allotment modifications.

Analyzes department's operation and recommends management improvements.

Participates in the development of the Executive Budget Document and the Bureau's Annual Report.

Conducts meetings with department/agency heads, or his designee, to resolve departmental problems both programmatic and/or budgetary in nature.

Assists in the development of budget policies and guidelines.

Reviews departmental expenditure trends in comparison with anticipated revenues and makes appropriate recommendation.

Prepares proposed legislation along with analysis and comments.

Prepares fiscal notes and comments on proposed legislations.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices and methods of governmental budget administration and management.

Ability to learn and understand the operations of departments/agencies and determine financial needs.

Ability to analyze and interpret fiscal data and make recommendations relative to budgeting and management.

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

Ability to justify budget recommendations at Legislative Budget Hearings as a representative of the Bureau.

Ability to organize and present clearly, oral and written technical reports of analysis and recommendations.

Ability to develop guidelines in consonance with Executive and Legislative policies.

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Ability to learn and apply the principles and techniques of automatic data processing.

Ability to apply sound technical knowledge and judgement on policy development.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

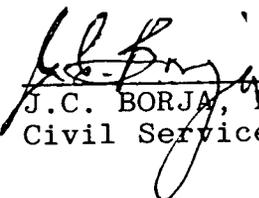
- A) One year experience as a Budget and Management Analyst I and graduation from a recognized college or university with a Bachelor's degree in business or public administration, political science or related field; or
- B) Any equivalent combination of experience in the field of Budget and Management work and training which provides the minimum knowledge, abilities and skills.

AMENDED: April, 1985

December, 1986

Pay Range Reassignment:

From: 27 To: 33



J.C. BORJA, Executive Director
Civil Service Commission