

BUDGET AND MANAGEMENT ANALYST III

NATURE OF WORK IN THIS CLASS:

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

Employees in this class perform the full range of complex budget administration duties.

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.)

Provides assigned departments/agencies with advice and guidance to facilitate the development of their respective annual budget; interprets budget guidelines and instructions formulated and disseminated by the Bureau; assists in the development of meaningful and realistic program goals, objectives and workload outputs consistent with the department/agency mandated missions; scrutinizes department/agency budget request for accuracy and consistency with established guidelines; prepares analysis and recommends realistic funding levels consistent with executive policies and priorities, attends legislative budget hearings to support the department/agency budget request on the Bureau's behalf.

Prepares impact analysis of department/agency budget appropriations approved by the Legislature for the Governor's considerations; develops appropriation and control records of authorized funds; interprets executive policy and legislative intent pertaining to the use of appropriations, expenditure funding, transfer of funds to departments/agencies.

Reviews federal grant applications for compliance with state clearinghouse regulations; evaluates and makes recommendations on the need for requested program based on territorial state plans and priorities; coordinates with planning agencies in the review of grant applications; monitors grant awards and maintains budgetary control records.

Monitors capital improvement projects; insures compliance with established policies and requirements governing and processing and expenditure of funds.

Reviews, analyzes, and recommends approval or disapproval of department/agency requests for personnel actions, travel authorizations in accordance with executive policies.

Prepares Legislative testimony for the Director or Governor as assigned.

Prepares budget narratives to reflect supporting analytical presentations.

Conducts analysis to determine the most economical method of obtaining services (i.e. lease vs. purchase).

Analyzes department's organization, mission or functions and makes appropriate recommendation on methods to achieve effectiveness, efficiency, and economy of operations.

Analyzes existing or proposed functional charts to detect and eliminate duplication of functions in organizational units and to clarify organizational relationships.

Reviews proposed organizational changes relative to consolidation, addition, deletion of transfer or organizational units to determine budget and/or programmatic impact.

Performs management analysis of governmental organization to ensure efficiency in operations and resource allocation.

Prepares revenue and expenditure projections.

Assist in the development of guidelines for policies established by Executive Order or Legislative mandates.

Analyzes and updates BACIS records affecting assigned departments/agencies.

Reviews financial statement/reports to ensure expenditures are in consonance with established policies.

Reviews and comments on proposed legislations; writes up proposed legislations to address assigned department/agency needs.

Coordinates research, management studies and special projects.

Represents the Bureau at Legislative Budget Hearings to answer queries by Senators on budget related matters.

Performs related duties as required.

BUDGET AND MANAGEMENT ANALYST III
PAGE 3

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

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

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

Ability to evaluate organizational structure and methods of operations and make recommendations.

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

Ability to make decisions in accordance with appropriate program guidelines.

Ability to analyze and evaluate financial and program reports as well as short and long range plans.

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

Ability to interpret and apply new or revised financial and budgetary guidelines.

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

Ability to coordinate and conduct management studies of existing organization and operations in order to effectuate improvement.

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) Three years of experience as a Budget and Management Analyst, including one year as a Budget and Management Analyst II and graduation from a recognized college or university with a Bachelor's degree in business or public administration, political science, or closely related field; or

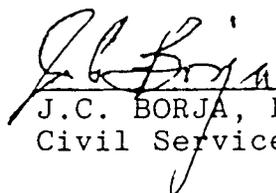
BUDGET AND MANAGEMENT ANALYST III
PAGE 4

- 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: 32 To: 36



J.C. BORJA, Executive Director
Civil Service Commission