

BUDGET AND MANAGEMENT ANALYST IVNATURE OF WORK IN THIS CLASS:

This is highly complex professional work involved in the formulation and administration of the budgets of executive departments and agencies and research and analysis of governmental administrative and operational programs.

Employees in this class perform the full range of budget administration duties and research and management studies.

Employees often serve as team or group leaders over subordinate professional staff.

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.)

Leads and conducts complex reeseach and management studies to evaluate cost impact and effectiveness of executive programs and other special projects.

Compiles and analyzes expenditures, revenue trends and estimates the status of funds; recommends budgetary controls and other appropriate actions.

Performs short and long range fiscal planning and makes policy recommendations to superior.

Comments and critiques on proposed legislations having an impact on the financial conditions of the government and the executive's policies and program priorities.

Coordinates the scope and priority of management improvement studies and coordinates managements analysis studies; develops a system of form control.

Provides guidance and assistance to assigned departments/agencies on budget preparation, fiscal control, interpretation of executive policy and legislative intent pertaining to the use of appropriations, expenditure funding, and transfer of funds.

Monitors all capital improvement projects and updates cash advances and disbursements of all CIP's; reviews grant applications, state plans, and programs for adequate program justification, cost impact, conformance to established guidelines and conformance to territorial state plans and priorities.

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Collaborates with data processing specialists in the design and implementation of data processing and management information systems.

Performs related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

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

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

Ability to prepare a comprehensive analysis of program budgets, revenue trends, and management studies.

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

Ability to make work decisions in accordance with laws, rules and other program guidelines and requirements.

Ability to lead the work of others.

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

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) Four years of experience as a Budget and Management Analyst including one year as a Budget and Management Analyst III 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
- B) Any equivalent combination of experience in the field of Budget and Management work and training which provides the minimum knowledge, abilities and skills.

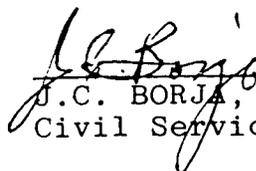
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AMENDED: April, 1985

December, 1986

Pay Range Reassignment:

From: 36 To: 41



J.C. BORJA, Executive Director
Civil Service Commission