

POSITION: Budget Analyst

APPLICATIONS ACCEPTED:

SUBMIT RESUME & COVER LETTER TO:

SALARY: Up to \$80,000/year, commensurate with experience

JOB DESCRIPTION

Positions in this job family perform analytical work involving the collection and evaluation of agency financial data, budgetary control records, and other information concerning agency expenditures and revenues to determine budget requirements, develop budget work programs, prepare proposed legislation, and develop justification for requested funding levels. This includes the analysis of financial information concerning expenditures for payroll, capital projects, operating expenses, supplies and equipment, professional services contracts, and other costs, and of projected revenues from various fees, taxes, tolls, investments, appropriations, and other sources and developing recommendations or proposals concerning appropriate changes. It also includes the allocation of projected revenues to various functions and activities, continuing review and evaluation of actual expenditures and revenue against budget projections and adjusting or corrections as needed.

Responsibilities

Review and assess agency budget work programs for constitutional and statutory compliance, technical accuracy, and agency budget explanations.

Analyze, and post agency budgets and budget revisions in the state system of record, establishing expenditure limits.

Track, monitor, and analyze legislation to identify critical fiscal and policy implications for executive leadership.

Consolidate, analyze, and report agency budget requests.

Compile data related to agency financial transactions and operations, revenues, and expenditures.

Analyze financial information concerning personnel, capital projects, supplies, and equipment, professional services, and other expenses; determine budgetary requirements by function and activity.

Participate in surveys, studies, meetings, and legislative hearings concerning agency financial requirements; provide assistance to agency managers and supervisors in preparing budget estimates and proposals; conduct research and analysis on proposed legislation or other factors affecting budget requirements.

Review revenue projections from appropriations, fees, taxes, tolls, and other sources; matches projected revenue to projected expenditures; make recommendations concerning changes in program goals, workloads, staffing patterns, funds distribution, and other areas; identify needs for changes in various sources of revenue.

Develop agency budget work programs, including justification; prepare proposed legislation.

Knowledge, Skills, Abilities, and Competencies

- Knowledge of:
 - Principles and practices of organization, management, and public administration, and methods and techniques for conducting research and analysis;
 - Various sources of revenue available to governmental agencies;
 - Typical expenditures required to provide governmental services;
 - Principles and practices of governmental accounting and budgeting;
 - Program evaluation techniques and services which can be provided by other sources, including the private sector;
 - Legislative process; and
 - Principles and practices of effective communication.

- Ability to:
 - Review and analyze financial data;
 - Establish realistic budget goals;
 - Organize and present facts and opinions accurately;
 - Analyze and understand agency goals and objectives; and
 - Establish and maintain effective working relationships with others.

Physical Demands and Work Environment

This position works in a comfortable office setting with a computer for a large percentage of the workday. The noise level in the work environment is usually mild. Some travel may be required.

Minimum Qualifications

Bachelor's degree, plus two years of professional or technical experience in public policy analysis, governmental budget administration, or closely-related work preferred.