

**DESCRIPTION:** Under general direction; plans, organizes, directs, and controls the agency or large facility/division budget, fiscal control and reporting systems; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the third and top level in the Budget Officer series of three. Persons in this class are generally found in larger agencies having complex and varied programs that spend significant portions of the budget for purposes other than employee salaries and administrative support. Incumbents report to an Accounting and Finance Manager, similar or higher level within the agency. Persons in this class are free from technical direction and receive only general direction in the development, implementation and application of the agency budget, or large component thereof. Incumbents direct/determine the structures, methods and means of gathering, compiling, analyzing, and monitoring budgetary data through subordinate positions.

The Budget Officer I class performs primarily procedural and technical work applying specific instructions/guidelines in compiling fiscal and accounting data and maintaining records. The Budget Officer II class performs some technical work but is more involved in the planning, preparation, evaluation and analysis of budgets.

The Budget Officer series is distinguished from the Budget Analyst class in that they are focused more on the development, monitoring and tracking of budget expenditures. The Budget Analyst class is more focused on the analysis of the budget/finances with a long term perspective and impacts of changes/reductions in the budget. Persons in this class have little involvement in the day-to-day administration of the budget. The Budget Analyst is found in large agencies with multiple complex programs and each is assigned a large component of a very large budget (\$100s of millions). Budget Analysts also report to an Accounting & Finance Manager or similar level within an agency.

The Agency Budget Management Analyst class is found in a large agency with a very large budget having multiple facilities in multiple geographical locations and is independently responsible for the development, control and analysis of the agency-wide budget, fiscal controls and reporting systems. Incumbent directs the facility/division Budget Officers in the development of their budgets and resolves problems. This class is the highest level budget management position in the agency and reports to a deputy director.

The Budget Management Analyst class series positions are responsible to manage the budget for the state as a whole (all three branches of state government) vs. an agency or division level budget and are used only by the State Budget Office.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Schedules, distributes, and guides the work activities of co-workers in accordance with established work flow/assignment requirements to assist supervisory staff in the timely accomplishment of the assigned workload.

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Monitors and reports on the work performance of co-workers to determine overall conformity, to establish timetables and quality standards, and to document and communicate employee production levels, and training needs.

Trains co-workers, as directed, in specific task and job practices and procedures of budgeting to improve and maintain the performance levels of these employees.

Consults with and advises management on budget matters to exchange information, to identify the characteristics and impact of budget problems, and participate in management decisions affecting the agency's policies and programs.

Develops policies, plans, and implementing procedures to collect the data and information required to prepare the agency budget.

Analyzes, compiles, and consolidates the data and information collected into the agency budget to provide management with a tool to control available financial resources.

Adjusts the budget to reflect changes in programs or changes in performance within a program.

Monitors expenditures to ensure proper controls are maintained in accordance with established regulations and policies.

Plans and develops data, graphs and other materials to present to the legislature or other governmental staff to justify requests for grants and expenditures of funds.

Represents the agency at conferences and hearings to present the agency point of view in regard to programs and the budget.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: accounting practices and procedures; project management procedures; principles and techniques of public relations; personnel management practices; research practices and techniques; public administration; the programs of the agency for which budgeting services are provided; the structure, policies, procedures, and operating details of the budgeting system used; current trends and developments in governmental budgeting; the interrelationships among the various operations and groups served; service organizations and agency clientele.

Ability to: apply the principles of budgeting, statistics, and fiscal management; manage funds and develop budget projections; participate in management decisions; organize and present facts and opinions orally and in writing to exchange information and ideas and to promote agency needs, plans, and objectives; analyze data and draw logical conclusions; interpret state and federal fiscal policies and procedures; interact with and gain the cooperation of supervisors, other employees, and the public and maintain effective working relationships, guide and advise government officials and other staff in solving problems; develop objectives, performance goals, and work priorities.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process should request this in advance.)

Bachelor's degree in accounting, finance, business or public administration or related field plus 3 years experience in developing public budgeting systems, modifying public budgeting systems, cost accounting, cost analysis and providing financial management consultation. Experience may substitute for education on a year for year basis.

**SPECIAL NOTE:**

State agencies are responsible to evaluate each of their positions to determine the individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).