

STATE OF NEBRASKA  
CLASS SPECIFICATION  
EST: 05/02 - REV: 09/07

CLASS CODE: K19330  
SALARY GRADE: 15  
OVERTIME STATUS: E

### BUDGET ANALYST

DESCRIPTION: Under limited supervision, performs complex analytical work involving the collection and evaluation of agency financial data, budgetary control records and other information concerning agency expenditures and revenues to determine and advise on current and projected status, prepare various budget reports and fiscal notes, assist to resolve discrepancies, and provide advice and recommendation to agency program managers and officials. Functions as part of an agency budget team to provide information, projections, advice and solutions to agency program management. Incumbents may or may not supervise subordinate staff.

DISTINGUISHING CHARACTERISTICS: (The level of a position is based on a combination of established factors which, though not always presented in class specifications, are applied to the class as a whole.)

This class is distinguished from the Budget Officer Class series by 1) size of budget; the analyst works with a large, annual budget or funds of half a billion dollars or more 2) unusually complex budget environment as evidenced by factors such as rate setting or significant numbers of funding sources and distinct supported programs 3) technical review and direction over other agency accounting staff and 4) scope of work encompasses a large section of the agency requiring understanding and knowledge of many different programs and/or services.

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

Analyze and distribute monthly budget reports. Meet with agency program managers or officials to review monthly reports, identify inconsistencies, trends, and/or problem, and coordinate with agency program managers or officials to determine appropriate resolution.

Monitor budgetary expenditures to ensure budget is maintained in accord with existing agency, state, federal regulations and policies. Monitor payments to grant/providers to ensure proper allocation/distribution of funds. Monitor the cash flow of revolving funds to ensure adequate revenue is generated through established rates.

Consults with and advises program managers and officials on budget matters to exchange information, to identify existence and characteristics of budget problems, and recommend alternative courses of actions concerning the amount, purpose, source, and timing of budget actions.

Research and prepare fiscal notes, grant budget status reports, budget summaries, budget allocation reports, revenue projections, fund status reports and other budget reports as requested by agency program managers or officials.

Assists with other budget team members to develop agency biennial budget; established budget structure of assigned areas. Performs cost accounting and analysis of rates for revolving fund accounting.

## K19330 – BUDGET ANALYST (continued)

Performs budget analysis to aid program managers and officials to implement new programs, maximize funds utilization, adjust budget based on program changes, and identify trends in obligations and/or revenues.

Identification and analysis of changes in budgetary policy, regulations, constraints, objectives and funds available relative to agency programs.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: State budgeting and accounting policies and procedures, federal grant procedures and policies, sources of revenue available to governmental agencies such as grants, revolving, cash and appropriated funds, agency operating programs, functions, objectives, sources-types-methods of funding, and expenditure/revenue patterns, methods and techniques of conducting research and analysis, program evaluation techniques, principles and processes involved in organizational planning and coordination, spreadsheet software programs, and mathematical computations.

Ability to: analyze program and accounting details to identify and apply significant data in preparing budget projections, estimates and reports, apply mathematical processes, present facts and recommendations in a clear, concise and logical fashion, conduct data searches/queries, prepare spread sheets and effectively display data, identify problems and organize and present facts and opinions accurately, establish and maintain effective working relationships with others, and persuade program officials to follow a recommended course of budget action.

**ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: organizational budgeting and accounting policies and procedures, federal grant procedures and policies, techniques and procedures of financial research and analysis, principles and processes involved in organizational planning and coordination, spreadsheet software programs, and mathematical computations.

Ability to: Communicate effectively to display and exchange factual information and conclusions, conduct budget/fiscal analysis to identify trends and formulate conclusions, establish and maintain effective working relationships and to persuade individuals to a particular course of action, make mathematical computations, conduct data query, and apply budget instructions or regulations.

**JOB PREPARATION GUIDELINES:** (Entry knowledge, skills and/or abilities may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and or experience.)

Any combination of training and/or experience that will enable the incumbent to possess the required knowledge, abilities, and skills. A general qualification guideline in this class is: A bachelor's degree in business, accounting, finance, economics, or public administration; or an equivalent combination of education and experience in technical budget analysis or fiscal management work.