



Budget Analyst

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
BUDGET ANALYST I	1155	B18	\$45,521 - \$71,055
BUDGET ANALYST II	1156	B20	\$51,158 - \$81,351
BUDGET ANALYST III	1157	B22	\$57,614 - \$93,138
BUDGET ANALYST IV	1158	B24	\$65,104 - \$106,634
BUDGET ANALYST V	1159	B26	\$76,530 - \$129,430

GENERAL DESCRIPTION

Performs budget preparation and analysis work involving preparing, reviewing, and analyzing budgets and performance measures; and monitoring budgets and program performance.

EXAMPLES OF WORK PERFORMED

Collects, analyzes, and reports data that supports alternative solutions to budget and management problems.

Reviews budgets for accuracy and recommends adjustments for more effective use of funds.

Maintains trend data and prepares graphs, reports, and forecasts.

Provides advice and assistance concerning budget and funding procedures and methods.

Studies the effect of regulations and laws on agency policies and budget and makes recommendations.

Participates in reviewing, evaluating, and preparing requests for funds.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level V may also perform work listed within the previous levels.

Note: *Factors that may distinguish between journey levels include the degree of independence in performing the work; the nature and complexity of the work performed; and the employee's related work experience, education, and certifications. Employees at the journey levels may independently perform the full range of work identified within the current or previous levels and may assist others in performing work of greater complexity.*

BUDGET ANALYST I: Performs routine (journey-level) budget preparation and analysis work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may rely on direction from others to solve problems that are not standard. Employees may also occasionally assist other staff in performing job duties of greater complexity.

BUDGET ANALYST II: Performs moderately complex (journey-level) budget preparation and analysis work. Works under general supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may:

- Review financial and operating budget reports for accuracy and to identify opportunities for more efficient use of funds.
- Prepare and review operating budgets to ensure appropriate fund allocation.
- Prepare budget reports providing management with expenditure data, trends, and recommendations.
- Prepare legislative appropriations requests, fiscal notes, analyses of legislation, and agency budget instructions.
- Develop, evaluate, and prepare reports on performance and workload measures.
- Advise staff on areas in which action may be required to stay within budget.

Note: *Senior-level employees (levels III-V) may serve in a lead or supervisor role; however, supervisory responsibilities within this job classification series will typically be found at levels IV or V, depending on the structure and size of the supervised workgroup.*

Senior-level employees may perform the full range of work identified in the levels preceding their own and may coordinate or oversee that work for others. Factors that may distinguish between senior levels include the scope of responsibility, oversight and authority; the nature, complexity, scope, and impact of the work performed; and the employee's related work experience, education, and certifications.

BUDGET ANALYST III: Performs highly complex (senior-level) budget preparation and analysis work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Develop budgeting process, policies, and procedures.
- Provide guidance on financial planning and management, improving management accountability, and strategies to efficiently achieve program objectives.
- Research and develop budget formulas for appropriations requests.

BUDGET ANALYST IV: Performs advanced (senior-level) budget preparation and analysis work. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Analyze expenditure patterns and cost drivers to provide recommendations on the use of funds.
- Ensure accuracy and timeliness of submission of the strategic plan, legislative appropriations requests, fiscal notes, analyses of legislation, and requests for federal funding.

- Establish work methods and priorities, and determine best methodologies and techniques for performing budget evaluations.
- Inform management of budget deviations, problems, and events likely to affect operations; explain causes; and measure effect on the agency's mission and resources.

BUDGET ANALYST V: Performs highly advanced (senior-level) budget preparation and analysis work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may be considered technical experts and may often provide strategic direction and oversight on the most complex budget analysis work.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in accounting, auditing, finance, budget preparation and analysis, performance measurement reporting work, financial management, or fiscal policymaking. Graduation from an accredited four-year college or university with major coursework in accounting, finance, business administration, public administration, or a related field is generally preferred. Education and experience may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of accounting, budgetary, and management principles, practices, and procedures; of forecasting methodologies; and of automated accounting, budgeting, and forecasting programs.
- Skill in the use of a computer and applicable software.
- Ability to analyze fiscal management information, to determine appropriate use of funds, to perform statistical analyses, and to communicate effectively.

Additional for Budget Analyst II - V levels

- Knowledge of legislative appropriation request and annual operating budget processes and of performance measurement and reporting.
- Ability to identify and develop budgetary reports and schedules, to analyze management problems and develop and present solutions.

Additional for Budget Analyst III – V levels

- Ability to supervise the work of others.

Additional for Budget Analyst IV - V levels

- Ability to monitor and report on performance measurement and to coordinate the gathering and analysis of data.

Additional for Budget Analyst V level

- Knowledge of legal restrictions governing allocation of funds.