



Budget Analyst I

Salary Group: B17

Class Code: 1155

| <u>CLASS TITLE</u> | <u>CLASS CODE</u> | <u>SALARY GROUP</u> | <u>SALARY RANGE</u> |
|--------------------|-------------------|---------------------|----------------------|
| BUDGET ANALYST I | 1155 | B17 | \$36,976 - \$58,399 |
| BUDGET ANALYST II | 1156 | B19 | \$42,244 - \$68,960 |
| BUDGET ANALYST III | 1157 | B21 | \$48,278 - \$78,953 |
| BUDGET ANALYST IV | 1158 | B23 | \$55,184 - \$90,393 |
| BUDGET ANALYST V | 1159 | B25 | \$63,104 - \$103,491 |

GENERAL DESCRIPTION

Performs routine (journey-level) budget preparation and analysis work. Work involves preparing, reviewing, and analyzing budgets and performance measures; and monitoring budgets and program performance. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

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.

Assists in the preparation of legislative appropriations requests, fiscal notes, and analyses of legislation.

Assists in the preparation of operating budgets.

Assists in the preparation of budgets to provide management with expenditure data, trends, and recommendations.

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

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in accounting, auditing, finance, or budget preparation and analysis work. 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

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.