



# Budget Analyst II

Salary Group: B20

Class Code: 1156

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
BUDGET ANALYST I	1155	B18	\$42,521 - \$67,671
<b>BUDGET ANALYST II</b>	<b>1156</b>	<b>B20</b>	<b>\$48,158 - \$77,477</b>
BUDGET ANALYST III	1157	B22	\$54,614 - \$88,703
BUDGET ANALYST IV	1158	B24	\$62,004 - \$101,556
BUDGET ANALYST V	1159	B26	\$72,886 - \$123,267

## GENERAL DESCRIPTION

Performs moderately complex (journey-level) budget preparation and analysis work. Work involves preparing, reviewing, and analyzing budgets and performance measures; and monitoring budgets and program performance. May provide guidance to others. Works under general 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 financial and operating budget reports for accuracy, and identifies areas in which more appropriate use of funds can be made.

Develops and evaluates performance and workload measures.

Examines operating budgets to determine whether funds have been appropriately allocated.

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

Prepares or assists in the preparation of legislative appropriations requests, fiscal notes, analyses of legislation, and agency budget instructions.

Prepares or assists in the preparation of reports on performance measures.

Prepares or assists in the preparation of operating budgets.

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

Advises staff on areas in which action may be required to stay within budget.

May provide guidance to others.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in accounting, auditing, finance or budget preparation and analysis, and performance measurement reporting 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; forecasting methodologies; legislative appropriations request and annual operating budget processes; automated accounting, budgeting, and forecasting programs; and performance measurement and reporting.

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, to identify and develop budgetary reports and schedules, to analyze management problems and develop and present solutions, to communicate effectively, and to provide guidance to others.