



# Budget Analyst III

Salary Group: B21

Class Code: 1157

<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
<b>BUDGET ANALYST III</b>	<b>1157</b>	<b>B21</b>	<b>\$48,278 - \$78,953</b>
BUDGET ANALYST IV	1158	B23	\$55,184 - \$90,393
BUDGET ANALYST V	1159	B25	\$63,104 - \$103,491

## GENERAL DESCRIPTION

Performs highly complex (senior-level) budget preparation and analysis work. Work involves coordinating budgetary activities, reviewing and analyzing budgets and performance measures, and providing technical advice and assistance on budgetary matters. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Coordinates budgeting procedures, preparation, and reporting.

Develops budget policies and procedures.

Develops and evaluates performance and workload measures.

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

Provides advice and assistance on financial planning and management, ways to better utilize funds and staff, improvement in management accountability, and efficient means to reach program objectives.

Prepares legislative appropriations requests, fiscal notes, analyses of legislation, requests for federal funding, and agency budget instructions.

Prepares budgets to provide management with expenditure data, trends, and recommendations.

Prepares operating budgets.

Prepares reports on performance measures.

Reviews financial and operating budget reports for accuracy, and identifies areas in which more appropriate use of funds can be made.

Studies and develops budget formulas for appropriations requests.

Assists in the analysis of expenditure patterns and cost drivers, and in making recommendations on the use of funds.

May supervise the work of others.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in budget preparation and analysis and in 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; of forecasting methodologies; of legislative appropriation request and annual operating budget processes; of automated accounting, budgeting, and forecasting programs; and of performance measurement and reporting.

Skill in analyzing financial data, and 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 supervise the work of others.