



Budget Analyst IV

Salary Group: B23

Class Code: 1158

<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 advanced (senior-level) budget preparation and analysis work. Work involves overseeing the planning, organizing, coordinating, and evaluating of budgetary activities and performance measures. May supervise the work of others. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees the preparation of budgetary and management reports.

Oversees the development and evaluation of budgetary performance and workload measures.

Analyzes expenditure patterns and cost drivers, and makes recommendations on the use of funds.

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

Prepares and/or coordinates the preparation of operating budgets.

Ensures accuracy and timeliness of submission of the strategic plan, legislative appropriations requests, fiscal notes, analyses of legislation, and requests for federal funding.

Ensures coordination of budgeting procedures, preparation, and reporting.

Establishes work methods and priorities, and determines methodologies and techniques for performing budget evaluations.

Informs management of budget deviations, problems, and events likely to affect operations; explains causes; and measures effect on the agency's mission and resources.

May issue instructions on budget and funding policies, procedures, and methods.

May supervise the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in budget preparation and analysis, in financial management, in fiscal policymaking, 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; and of legal restrictions governing allocation of funds.

Skill in analyzing financial data, and in the use of a computer and applicable software.

Ability to monitor and report on performance measurement, to analyze management problems and develop and present alternative solutions, to coordinate the gathering and analysis of data, to communicate effectively, and to supervise the work of others.