

Budget Analyst

DESCRIPTION OF WORK: Positions in this banded class provide leadership, oversight, and support in the execution of the budget to agency head and/or division management. Positions examine budgets and expenditures for compliance with applicable state budget rules, legislative intent, and federal and state laws. Positions provide consultation, technical assistance, and coordination in the preparation and execution of the continuation, operating, and expansion budgets which may utilize multiple funding sources. Positions complete or evaluate methodologies used in the preparation of budget or program spending forecasts and provide technical assistance to improve the accuracy of projections. They evaluate program, policy, and rule changes to determine their fiscal and program impact and to assure compliance with federal and state requirements. Positions are responsible for the coordination and evaluation of legislatively required reports to ensure that they meet statutory and legislative requirements. Positions may review and approve contract recommendations to assure that contracts are consistent with state, federal, and agency guidelines. Positions identify risk and adverse issues generated in budget and program activities, present appropriate issues, and recommend solutions to management. Professional technical knowledge and analytical skills are utilized to assure that agency program goals and outcomes are effectively supported.

EXAMPLES OF COMPETENCIES: CONTRIBUTING

Knowledge- Professional: Knowledge to perform a limited variety of recurring and related tasks/functions using steps/processes/applications that are readily understood. Ability to provide assistance to others by troubleshooting simple technical problems. Ability to take requests from others to solve problems of limited complexity. Ability to keep current with developments and trends in area(s) of expertise.

Analytical Thinking: Ability to identify, understand and determine the significance of issues, causes, problems, and opportunities. Ability to utilize available resources to correctly determine the issues and problems. Ability to implement standard course(s) of action to resolve issues within established timeframes and administrative and technical requirements. Ability to involve supervisor as necessary when dealing with issues to determine the most appropriate course of action.

Communication: Ability to state information in a clear and concise manner, in both written and oral form. Ability to communicate information to the appropriate staff in a timely manner. Ability to listen for content and understanding.

Consulting/Advising: Ability to listen to customers to identify needs or problems. Ability to convey customer needs to others involved. Ability to offer suggestions to resolve problems or issues.

JOURNEY

Knowledge- Professional: Full professional knowledge to complete tasks. Ability to perform a variety of tasks and functions that involve related or varying processes. Ability to analyze and determine various courses of actions and appropriate services. Ability to solve a variety of problems that require the examination of data and processes to determine the best course(s) of action.

Analytical Thinking: Ability to analyze issues and problems and propose solutions which are consistent with the agency's priorities and financial resources. Ability to use tools to identify meaningful patterns or

Client/Customer Service: Ability to identify both internal and external customers. Ability to respond to customer needs within established parameters.

Decision Making: Ability to make determinations by following specific guidelines, standard operating procedures, laws, rules, and/or regulations. Ability to consult supervisor as necessary prior to making determinations or conclusions.

Negotiation: Ability to clarify the current situation, share information openly, and identify issues and concerns of appropriate parties. Ability to identify points of agreement/ disagreement and consider the needs and viewpoints of appropriate parties.

Organizational Sensitivity: Basic knowledge of duties and purpose of own position. Ability to recognize how work units interrelate. Basic knowledge of how primary duties/purpose of the position contribute to accomplishing the goals of the work unit. Ability to recognize the customer and understand his/her role in meeting their needs.

Problem Solving: Ability to identify and acknowledge basic components of delivery systems. Ability to seek resolution to problems. Ability to implement standard course(s) of action to resolve a problem within established timeframes and administrative and technical requirements. Ability to involve supervisor as necessary when dealing with issues to determine most appropriate course of action.

Client/Customer Service: Ability to anticipate, identify, and understand customer's service needs. Ability to identify options, develop solutions, and take action when responding to customer needs.

Decision Making: Ability to recognize issues, problems, or opportunities and determine what action is needed. Ability to gather available information and select option best suited to the situation.

Negotiation: Ability to work to keep the discussion focused on key issues. Ability to handle differing points of view in a positive way. Ability to examine relevant viewpoints and explores alternative

relationships and draw conclusions about the meaning of the data. Ability to ask clarifying questions and probe for relevant information. Ability to identify cause and effect of problems. Ability to look at underlying problems for solution. Ability to collect, relate, associate, or compare data to identify options/alternatives. Ability to approach a complex task or problem by breaking it down into its component parts and considering each part in detail.

Communication: Ability to clarify the purpose and importance of information. Ability to explain information in understandable terms for non-technical staff.

Consulting/Advising: Ability to determine customer expectations. Ability to determine who should be involved in project or solution. Ability to work together with customer to discuss alternative solutions. Ability to work with customer to resolve issues by applying expert knowledge.

ADVANCED

Knowledge- Professional: Technical, professional, and regulatory knowledge to resolve unique or highly complex situations. Ability to perform a large number of widely varying and functionally diverse assignments that require in-depth analysis and problem solving. Ability to develop work concepts, policies, and procedures using broad guidelines, methods, and procedures.

Analytical Thinking: Ability to identify the impact of events or decisions on stakeholders/customers. Ability to weigh and prioritize the costs, benefits, risks, or chances for success. Ability to identify parameters, limitations, or boundaries that impact programs. Ability to measure outcomes of problem resolution and take further action as needed.

Communication: Ability to structure information in keeping with listener's experience, background, and expectations. Ability to use terms, examples, and analogies that are meaningful to the listener. Ability to use an effective and approachable style that engages others and builds credibility.

Consulting/Advising: Ability to regularly provide expertise and counsel to internal/external customers (e.g. divisions, department management, others). Ability to interpret and synthesize data based on professional expertise and broad understanding of organizational impact. to identify trends that impact service delivery to groups or individual customers. Ability to develop plans to improve service delivery based on customer feedback.

approaches. Ability to review pros and cons. Ability to consider the needs, concerns, and initial position of all parties.

Organizational Sensitivity: Knowledge of the primary duties/purpose of the work unit and how the unit contributes to accomplishing the goals of the organization. Knowledge of how individual decisions impact the achievement of the organization's goals.

Problem Solving: Ability to identify problems that require in-depth analysis. Ability to gather, analyze, and interpret information to better understand problems. Ability to create relevant options for solving problems. Ability to choose appropriate action by considering implications and consequences. Ability to seek input from stakeholders (e.g., subordinates, peers, management, customers.) Ability to check outcome of problem resolution.

Decision Making: Ability to make independent decisions without supervisory input, by interpreting and incorporating federal/state laws and regulations and APA rules that impact programs/activities, local government, or the public. Ability to recommend changes to federal/state laws and regulations and APA rules that impact programs/activities, local government, or the public.

Negotiation: Ability to challenge participants to reach consensus. Ability to build support for negotiated solution. Ability to respond to objections by emphasizing value of alternatives. Ability to provide follow-up to involved parties to ensure solution meets needs.

Organizational Sensitivity: Ability to consider the impact of recommendations, outcomes, and organizational changes on the public. Ability to communicate goals, mission, and priorities of the organization when interacting with organizational stakeholders. Ability to identify various customers' changing needs and adapt organizational service delivery system accordingly.

Problem Solving: Ability to anticipate and proactively pursue issues or problems. Ability to recognize inherent problems and issues caused by ineffective and/or overlooked policies, procedures, rules, regulations, and laws. Ability to detect trends, associations, and cause-effect relationships. Ability to include key policy makers and other stakeholders in the decision-making process to ensure buy-in and

MINIMUM TRAINING AND EXPERIENCE: Bachelor's degree in public administration, business administration, accounting, or related discipline; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

Special Note: This is a generalized representation of positions in this class and is not intended to reflect essential functions per ADA. Examples of competencies are typical of the majority of positions, but may not be applicable to all positions.