

CLASS TITLE:**BUDGET ANALYST**

Class Code: 02654200

Pay Grade: 28A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Office of Management and Budget, to perform professional tasks in the analysis and preparation of designated aspects of the State budget; under direction of a supervisor, to review agency operating and capital budget requests and prepare written budget analyses; under the direction of a supervisor, to formulate budget recommendations; to handle a portfolio of less complex agencies determined by the Budget Officer; and to do related work as required.

SUPERVISION RECEIVED: Works under the close supervision and/or professional guidance of a supervisor or highly experienced analyst; work is reviewed for conformance to instructions, laws, rules and regulations.

SUPERVISION EXERCISED: Usually none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Office of Management and Budget, to perform professional tasks in the analysis and preparation of designated aspects of the State budget.

Under direction of a supervisor, to review agency operating and capital budget requests and prepare written budget analyses.

Under the direction of a supervisor, to formulate budget recommendations.

To handle a portfolio of less complex agencies determined by the Budget Officer.

To assist assigned agencies in the preparation of their annual budget requests.

To study changes in agency operations that would enhance efficiency and effectiveness in achieving agency programmatic objectives.

To monitor and suggest improvements to the performance of agency programs.

To assist and advise the Governor and members of the Governor's staff in formulating the budget recommendations to be presented to the Legislature.

To assist in the preparation of the various documents published by the Budget Office.

To prepare issue papers or miscellaneous special reports, ensuring that deadlines are met.

To assist in the analysis of public finance issues as they arise, such as cash flow analysis, debt management, and revenue estimation.

To assist in the preparation of appropriation bills that reflect the Governor's budget recommendation to the Legislature.

To monitor legislative action on the Governor's budget recommendation.

To assist in the preparation of fiscal notes on pending legislation in accordance with statutory requirements.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A general knowledge of principles and practices utilized in the analysis of objectives, procedures, performance metrics, organizational structure and financial resources as they relate to the preparation, review and implementation of budgets; knowledge of the principles and practices of public budgeting, policy and administration; the ability to conduct analyses of problems, develop alternatives and participate in decision making; the ability to examine, assimilate, and utilize the information garnered from agency documents, onsite visits, and national and regional literature related to agency activities; the ability to perform in-depth research and to provide clear and concise reports on a timely basis; the ability to communicate clearly and effectively both verbally and in writing; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Possession of a Bachelor's Degree from a college of recognized standing in Public or Business Administration, Economics, Finance, Public Policy or a closely related field including coursework in research and report compilation.

Class Created: November 17, 1991

Editorial Review: March 15, 2003

Class Revised: July 26, 2015

Class Revised: May 12, 2019