

**CLASS TITLE: BUDGET AND POLICY ANALYST**

**Class Code: 02654300**

**Pay Grade: 32A**

**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 the State budget; to assist in the analysis of a wide scope of public finance issues such as cash flow analysis, debt management, and revenue estimation; to review agency operating and capital budget requests and prepare written budget analyses under direction of a supervisor; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a supervisor from whom assignments are received; work is reviewed for conformance to instructions, laws, rules and regulations.

**SUPERVISION EXERCISED:** Usually none. May provide professional guidance to less-experienced professional staff on an informal basis. May act as coordinator of multi-analyst projects.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

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

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

To review agency operating and capital budget requests and prepare written budget analyses under direction of a supervisor.

To formulate budget recommendations under the direction of a supervisor.

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

To create agency-specific budgetary spending projections on a monthly basis.

To coordinate articles with budgetary impact as part of the Governor's budget recommendation.

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 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 develop and suggest improvements to the budget process and make recommendations as to potential modifications.

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

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGE, SKILLS AND CAPACITIES:** Demonstrated knowledge of the accepted principles and practices utilized in the analysis of program 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; a familiarity with the principles and practices of program budgeting; 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; to communicate effectively both verbally

and in writing; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Possession of a Master'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 quantitative analysis, research and report compilation.

Or, 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 quantitative analysis, research and report compilation and a minimum of one (1) year of employment as an analyst in a central budget, finance, or policy office.

Class Created: November 17, 1991

Editorial Review: March 15, 2003

Class Revised: July 26, 2015

Class Revised: May 12, 2019