

CLASS TITLE: CHIEF BUDGET AND POLICY ANALYST

Class Code: 02651500
Pay Grade: 46A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To direct and coordinate the work of a staff engaged in performing technical tasks in the preparation, submittal, and management of the state budget; to direct the planning, developing and implementing of budget systems and techniques for the Rhode Island budgetary process; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with wide latitude for the exercise of independent judgement; work is reviewed for conformance to policies, laws, rules and regulations.

SUPERVISION EXERCISED: Plans, supervises, and reviews work of a professional, technical, and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To direct and coordinate the work of a staff engaged in performing technical tasks in the preparation, submittal, and management of the state budget.

To direct the planning, development and implementing of budget systems and techniques for the Rhode Island budgetary process.

To assist the Deputy Budget Officer and/or the Budget Officer in the formulation of policies, budgetary practices and procedures.

To direct staff in overall tasks relating to and all phases of implementing the state's capital development program.

To identify and raise major policy questions with appropriate analysis and recommendations; to advise the Budget Officer and Director of the Office of Management and Budget in the areas of policy alternative development.

To balance competing needs across multiple agencies and policy areas within government.

To oversee and manage the policy and budgetary concerns of complex adjustments to the state's strategic and budget planning.

To coordinate electronic budgeting techniques and their interfacing with other systems.

To oversee long-range forecasting and revenue projections.

To consult with and advise agency executives on budgetary and financial matters.

To maintain liaison with legislative committees and subcommittees.

To appear as an expert witness.

To represent the Office of Management and Budget at various boards and commissions as assigned.

To relate on a level with the department directors and assistant directors relative to management and program problems and decision.

To assist in the preparation and Budget presentation to the Governor and Senate and House Finance Committees.

To direct the development of comparative analyses of expenditures and revenues, both historical and current.

To serve in an advisory capacity to all state departments and agencies in the preparation of budget requests.

To monitor and improve the performance of agency programs.

To direct staff in reviewing work programs for policy conformance and to oversee periodic monitoring to ensure conformance to state financial management practices, procedures and controls.

To develop training manuals and be responsible for an in-house training program for budget analysts.

To interpret and relate federal and state laws and regulations affecting the planning and implementation of state government programs and draft legislation regarding state programs.

To be responsible for developing and monitoring techniques for the evaluation and effectiveness of current

state programs.

To prepare an overview or context for the issues selected, a statement of objectives to be accomplished, a description of recommended actions, and methods of assessing progress toward objectives.

To compile relevant materials into an annual state strategic plan suitable for use by the chief executive and department and agency heads, and explanatory and supplementary materials.

To design and carry out monitoring programs, and evaluate the results achieved by the plan, as well as make recommendations and modifications as required.

To prepare work programs time and cost estimates, and schedules for all activities that contribute to the annual state strategic plan; and to conduct plan preparation in accordance with these programs estimates and schedules.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge and understanding of the principles and techniques of public administration and policy; a thorough knowledge of the accepted principles and practices of budgetary and performance management; a thorough knowledge of the principles of public finance including revenues and taxes; a thorough knowledge of the principles and practices applied in governmental budget preparation, analysis, review and administration; a thorough knowledge of the organization structure of government and functions of departments and agencies; a thorough knowledge of principles, methods, techniques and practices of strategic planning, program evaluation, and economic analysis; a working knowledge of the principles of budgetary information requirements and the ability to develop processes and systems to derive such information; sufficient background in order to understand appropriate existing and emerging federal and state legislation affecting state programs; the ability to plan, organize and execute complex multidisciplinary projects; the ability to identify problems and work creatively and independently; the ability to perform technical and complex tasks involved in the preparation, consolidation, and presentation of the state budget document; the ability to plan, organize, direct, and review the work of professional, technical, and clerical staff engaged in preparation, submittal, and management of the executive budget of the state; familiarity with the range of tasks of budgetary analysis; the ability to consult with departmental and agency heads on budgetary problems; the ability to establish and maintain effective working relationships with state employees, officials and the public; the ability to plan, supervise and review the work of an assigned planning staff; the ability to act on behalf of a supervisor during his/her absence; the ability to establish and maintain effective working relationships with superiors, associates, the general public and other officials regarding areas of strategic planning; the ability to communicate clearly both verbally and in writing; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Possession of Master's Degree in Public or Business Administration, Economics, Finance, Public Policy or a closely related field including coursework in advanced quantitative analysis, research and report compilation; and

Experience: A minimum of five (5) years of employment as an analyst in the central budget, finance, or policy office involving the preparation and presentation of a budget or other significant policy document or commensurate experience in a related occupation including experience managing and overseeing budget analysts on projects and special assignments.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Editorial Review: March 15, 2003

Class Revised: July 26, 2015

Class Revised: May 12, 2019