

**CLASS TITLE: DEPARTMENT BUDGET ADMINISTRATOR**

**Class Code: 02653500**  
**Pay Grade: 34A**  
**EO Code: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform complex work in the analysis, preparation and control of the operating budget of a large department, to include revenue producing enterprises or internal service funds; to provide fiscal management for the department's capital development and asset protection programs; to implement and manage the department's program budgeting system; and to do related work as required.

**SUPERVISION RECEIVED:** Works under general supervision with considerable latitude to exercise independent judgement; final products and overall performance are reviewed for conformance to policies, laws, rules and regulations.

**SUPERVISION EXERCISED:** Supervises and reviews the work performed by technical and clerical personnel assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To prepare department and division budgets for presentation to the Director, the State Budget Office, and the Legislature.

To prepare and maintain budget databases and forecasting models utilizing computer technology such as spreadsheets and databases.

To develop fiscal models using regression analyses; and to review historical account data to calculate growth over time.

To perform cost-effectiveness analyses and to identify areas for cost containment.

To meet with legislative and executive fiscal staff, and to present them with information needed to understand the department's fiscal and budgetary requirements.

To review proposed legislation and assess its fiscal impact on the department's budget.

To assist division administrators in implementing budget control systems and in maintaining administrative control over budget allotments and expenditures of their units, including work programs, project review and fund adjustment requests and recommendations.

To serve as budget consultant in developing construction programs and asset protection plans; and to manage the budget and expenditures of such projects.

To assist construction managers and contractors in utilizing appropriate reporting systems.

To advise the executive staff on both internal and external factors effecting the budget and budget process.

To analyze and monitor fiscal elements of federal grants and restricted receipt programs, and to prepare appropriate federal reports.

To maximize the department's use of resources beyond general revenues appropriations.

To analyze and reconcile general and special fund expenditure to ensure cash resources are available to meet expenditures requirements.

To assess current spending patterns to make monthly projections; and to contact division managers to identify causes of cost increases or to resolve monthly deficiencies.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A considerable knowledge of the methods, practices and techniques applied to government budget preparation, analysis, and administration; considerable knowledge of analytical program budgeting; knowledge of the principles and practices of public administration; knowledge of governmental long-range capital funding streams and reporting requirements; familiarity with accounting principles; considerable skill in fiscal analysis and in personal computer based spreadsheet analysis; the ability to negotiate with department and statewide administrators on fiscal and related matters, and to make formal presentations to legislative bodies and special commissions; the ability to prioritize work and to supervise technical and clerical employees; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: possession of a Master's Degree in Public Administration, Business Administration or related field; and

**Experience:** Such as may have been gained through: employment in a professional position responsible for preparing public sector operating, capital, and revenue producing program budgets; and financial analysis and management.

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

Class Created: March 25, 1992

Editorial Review: 3/15/03