

CLASS TITLE: DEPUTY BUDGET AND POLICY OFFICER

Class Code: 02651600
Pay Grade: 49A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the overall direction of the day-to-day activities of the Budget Office within the Office of Management and Budget (OMB); to direct the planning, development and implementation of budget systems and techniques of the state budgetary process; to assist the Budget Officer and Director of OMB in policy formulation, practices and procedures; and to do related work as required.

SUPERVISION RECEIVED: Wide latitude for the exercise of initiative and independent judgment; work is subject to review for conformance to laws, major policies, and professional standards.

SUPERVISION EXERCISED: Plans, directs and reviews the work of professional, technical and clerical budgetary and policy staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the overall direction of the day to day activities of the Budget Office within the Office of Management and Budget (OMB).

To direct the planning, development, and implementation of budget systems and techniques of the budgetary process.

To assist the Budget Officer and Director of OMB in policy formulation, practices, and procedures.

To independently develop budgetary recommendations focused on efficiency, reorganization, and improved programmatic outcomes.

To monitor and improve the programmatic performance of agencies.

To provide overall direction to divisional staff in reviewing work programs for conformance to policy and to state financial management practices, procedures, and controls.

To analyze and determine the interface of federal and state laws and regulations affecting the planning and implementation of state government programs.

To draft legislation regarding fiscal management or policy programs and goals.

To act as liaison between principles engaged in the formulation of the annual state budgetary document and legislative committees involved with its enactment and passage into law.

To advise departmental directors relative to the implementation of management and program decisions and issues.

To act as assistant to the Budget Officer and Director of OMB during legislative consideration of the state budget, making recommendations for changes and researching issues as they arise.

Upon approval of the budget, to supervise its compilation in final form and the establishment of the procedures for monitoring allotment activities.

To develop, assign, and direct special projects and analyses dealing with a wide variety of public finance issues.

To develop and direct long-term activities and financial programs.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPABILITIES: A thorough knowledge of the accepted principles, practices, and techniques of budgetary management and public administration and policy; a thorough knowledge of the principles of public finance, including revenues and taxes; a thorough knowledge of the principles and practices involved in governmental budget preparation, analysis, review, and administration; a thorough knowledge of the organizational structure of government and the functions of departments and agencies; knowledge of program evaluation, economic analysis, and performance management; knowledge of the principles of budgetary

information requirements and the ability to develop processes and systems to derive such information affecting state programs; knowledge of revenue laws; the ability to perform technical and complete 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 the preparation, submittal, and management of the executive budget of the state; 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 communicate clearly and effectively both verbally and in writing; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Possession of a Master's Degree in Public or Business Administration, Economics, Finance, Public Policy, or a related field; and

Experience: A minimum of five (5) years of employment in a responsible administrative position overseeing the preparation and presentation of large-scale budget and programmatic improvement.

Or, Possession of a Bachelor's Degree in Public or Business Administration, Economics, Finance, Public Policy, or a related field and a minimum of seven (7) years of employment in a responsible administrative position overseeing the preparation and presentation of large-scale budget and programmatic improvement.

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