

CLASS TITLE: PRINCIPAL BUDGET AND POLICY ANALYST

Class Code: 02654600

Pay Grade: 40A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Office of Management and Budget, to serve as a subject matter expert and perform the most complex professional tasks required in the analysis and preparation of designated aspects of the State budget; to independently examine and analyze the budgeting process and make recommendations as to potential modifications and improvements; to train, guide and coach less-experienced analysts; and to do related work as required.

SUPERVISION RECEIVED: Works under the direction of a supervisor with wide latitude in the use of initiative and independent judgment; work is subject to review for conformance with laws, policies, rules and regulations.

SUPERVISION EXERCISED: To train, guide and coach less-experienced analysts. As required, monitors and reviews the work of subordinate analysts in areas such as agency budget analyses, issue papers, and special projects.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Office of Management and Budget, to serve as a subject matter expert and perform the most complex professional tasks required in the analysis and preparation of designated aspects of the State budget.

To independently examine and analyze the budgeting process and make recommendations as to potential modifications and improvements.

To train, guide and coach less-experienced analysts.

To assist in instructing and familiarizing junior analysts on policies and procedures.

To manage interagency policy and budget initiatives.

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

To prepare and submit records to departmental and agency heads relative to past expenditures and revenues, and current allotments for their use in submitting estimates of expenditures and revenues for the next fiscal year; and summarizing, on a statewide basis, such estimates submitted for use of the Budget Officer in the establishment of budget policies for the next fiscal year; to make determinations of the amount to be allowed for each item requested; preparing the final budget document and subsidiary statements.

To review requests for appropriation transfers and allotment changes and making recommendations thereon; and to affect the implementation of analytical program budgeting.

To assist in the development of long-term financial and capital improvement programs.

To perform program analysis in those areas of state government where the programs cross department lines; to perform or otherwise supervise program analysis in those programs where any agency does not possess the staff to perform the analysis.

To assist the Budget Officer in the formulation of policies and procedures.

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; as assigned, to act as the Budget Officer's representative in program policy revision committees in discussing important policy issues.

To assist in formulating the procedures and arrangements of an integrated analytic program budgeting system.

To conduct and/or supervise studies of large complex state programs with a view toward determining whether the program is proceeding as planned and is achieving the desired results.

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 prepare, coordinate and review the various documents published by the Budget Office.

To prepare fiscal notes on pending legislation in accordance with statutory requirements.

To independently review a wide variety of agency operating and capital budget requests and prepare detailed written budget analyses.

To independently formulate budget recommendations.

To manage a portfolio of the most complex agencies as 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 develop and suggest improvements to the budget process and make recommendations as to potential modifications.

To prepare issue papers or miscellaneous special reports on items that span multiple agencies, ensuring that deadlines are met; as assigned, to supervise the preparation of such issue papers or miscellaneous special reports.

To independently analyze a wide scope of complex public finance issues such as cash flow analysis, debt management, and revenue estimation.

To manage projects on a department or statewide basis as requested.

To create a variety of reports that may be included as part of the Governor's budget submission.

To independently examine and analyze the budgeting process and make recommendations regarding potential modifications and improvements.

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

To assist in maintaining administrative control over budgetary allotments of assigned agencies.

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

As assigned, to make special studies regarding budgetary management and related fiscal problems.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: Advanced and thorough 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 departmental budgets; a thorough knowledge of the principles and practices of public administration and policy; a thorough knowledge of the principles and practices of program budgeting; the ability to monitor and review the work of subordinate analysts on assigned projects; the ability to serve as a resource to less experienced analysts on a variety of budgetary issues; the ability to recognize problems within the State budget system and to conduct analyses, develop alternatives and participate in decision making; the ability to examine, assimilate, and utilize the information garnered from agency documents, on-site visits, and national and regional literature related to agency activities; the ability to provide clear and concise reports on a timely basis; the ability to communicate clearly 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 advanced quantitative analysis, research and report compilation; and

Experience: A minimum of two (2) 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.

Class Created: November 17, 1991

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