

**CLASS TITLE: SENIOR BUDGET AND POLICY ANALYST**

**Class Code: 02654400**

**Pay Grade: 36A**

**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within the Office of Management and Budget, to perform a variety of complex professional tasks in the analysis and preparation of the State budget; to independently examine and analyze the budgeting process and make recommendations as to potential modifications and improvements; and to do related work as required.

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

**SUPERVISION EXERCISED:** Usually none except as assigned on a project basis; provides professional guidance to less experienced analysts as required.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

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

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

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 preparation and coordination of the various documents published by the Budget Office.

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

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

To independently review agency operating and capital budget requests and prepare detailed written budget analyses.

To independently formulate budget recommendations.

To manage a portfolio of more 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 independently examine, develop and analyze the budgeting process and make recommendations as to potential modifications and improvements.

To prepare issue papers or miscellaneous special reports spanning multiple agencies and ensuring that deadlines are met.

To assist in the analysis of a wide scope of 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 reports that may be included as part of the Governor's budget submission.

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 assist in instructing/familiarizing junior analysts in policies and procedures.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGE, SKILLS AND CAPACITIES:** A 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 agency budgets; a thorough knowledge of the principles and practices of public administration and policy; advanced knowledge of the principles and practices of program budgeting; 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, onsite visits, and national and regional literature related to agency activities; the ability to perform quantitative analysis; the ability to perform in-depth research and to provide clear and concise reports on a timely basis; the ability to communicate effectively both verbally and in writing; the ability to coach, train and instruct budget analysts on a project basis; 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; and

**Experience:** A minimum of twelve (12) months of employment as an analyst in a central budget, finance, or policy office involving the preparation and presentation of a budget or other significant policy document.

Class Created: November 17, 1991

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