

CLASS TITLE: SUPERVISING BUDGET ANALYST

Class Code: 02654600

Pay Grade: 39A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To supervise and coordinate the work of a staff engaged in the preparation and administration of the state budget; To perform all complex professional tasks required 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 general supervision of a superior with wide latitude for the exercise of independent judgment; work is subject to review for conformance to policies, laws, rules and regulations.

SUPERVISION EXERCISED: Plans, supervises and reviews the work of professional and technical employees.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To supervise and coordinate the work of a staff engaged in the preparation and administration of the state budget.

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 work programs for acceptance and, in the course of the fiscal year, reviewing them periodically for performance.

To review requests for appropriation transfers and allotment changes and making recommendations thereon; and to effect the implementation of analytical program budgeting. As assigned, to make special studies regarding budgetary management and related fiscal problems. To assist in the development of long-term financial and capital improvement programs.

To supervise the work of professional and technical personnel in conducting program analysis studies during the budget review process and other times during the year relating to state government programs including budgeting and planning analysis.

To monitor and improve the performance of agency 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 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 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 assist the Budget Officer in the formulation of policies and procedures.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge and understanding of the principles and techniques of public administration and policy; a thorough knowledge of program budgeting; a thorough knowledge of the principles and practices applied in governmental budget preparation, analysis, performance management, review and administration; a thorough knowledge of the organizational structure of government and the functions of departments and agencies; the ability to identify problems and work creatively and independently; the ability to lead in analysis of problems, development of alternatives, and program decision-making; a high degree of skill in the use of techniques in budget development and control; familiarity with the range of tools of analysis; sufficient mathematical background to understand the basic mathematical and economic concepts; the ability to plan, supervise and review the work of professional and technical personnel; the ability to consult with departmental and agency heads on program analysis problems; the ability to establish and maintain effective working relationships with state employees, officials and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

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

Experience: Such as may have been gained through: employment in a responsible position involving the preparation and presentation of a large scale budget which included program analysis in such preparation and presentation.

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

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