

BUDGET/MANAGEMENT ANALYST I

NATURE AND VARIETY OF WORK

This is entry level professional staff work in all phases of budgetary development and administration, or management analysis projects for assigned County departments and agencies. Incumbents perform less complex work assignments in the collection, tabulation and analysis of budgetary, management, statistical and accounting data and the composition of associated narrative descriptions and reports. Work is performed under the close supervision of a higher level supervisor. Work is reviewed for its contribution to successful accomplishment of the County's budgetary and management function.

Upon the satisfactory completion of a probationary period, entry level incumbents may be non-competitively promoted to the II full performance level at management's discretion.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Performs routine and less complex budgetary/management work assignments under close supervision.

Serves as liaison between Office of Management and Budget and assigned departments and agencies (generally small or less complex) for all aspects of budget preparation, review and administration.

Assists in providing budget preparation instruction and guidance to assigned departments and agencies; provides technical assistance during budget preparation.

Reviews budgetary submissions for technical compliance with instructions; reviews submissions for major funding implications and their effects upon program operations; gathers and evaluates all supporting documentation necessary for review of submissions.

Assists in preparing written and oral presentations describing requested budgets of assigned agencies.

Attends and participates in meetings with agency representatives, senior budget staff, and Council staff.

Through the use of automated data systems and other sources, monitors agency

expenditure patterns and prepares projections of future expenditures.

Inspects field operations of assigned departments and agencies and evaluates program and budgetary needs.

Prepares draft copies of budgetary legislation; reviews County, State and Federal legislation and assesses any fiscal and/or programmatic impact; and reviews and evaluates State and Federal grant proposals affecting assigned agencies.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of the principles and practices of public and/or business administration.

Knowledge of the research and statistical principles, methods and procedures applicable to government budgeting, accounting, management analysis, and data processing.

Ability to analyze departmental budget requirements, programs, policies, procedures and operations and to make sound recommendations.

Ability to prepare routine organizational charts, systems plans, forms and related data.

Ability to analyze, interpret and report research findings and recommendations, both orally and in writing.

Ability to establish and maintain effective working relationships with County officials, employees and the general public.

MINIMUM QUALIFICATIONS

Bachelor's degree with major course work in accounting, public/business administration, or a closely related field, plus experience at the professional level involving responsibility for monitoring, analyzing, reviewing or presenting fiscal and/or operational data; or an equivalent combination of education and experience.

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