

BUDGET/MANAGEMENT ANALYST II

NATURE AND VARIETY OF WORK

This is full performance level professional staff work performed in all phases of budgetary development and administration, or management analysis projects for assigned County departments and agencies. Incumbents perform the full range of budgetary/management analysis duties and responsibilities on an independent basis or as a team member in the collection, tabulation, summary and analysis of budgetary/management data. Work is performed under general supervision of a higher level supervisor in accordance with departmental policies, rules and regulations.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Performs the full range of budgetary/management analysis duties and responsibilities.

Serves as liaison between Office of Management and Budget and assigned departments and agencies for all aspects of budget preparation, review and administration.

Provides budget preparation instruction and guidance to assigned departments and agencies; provides technical assistance during budget preparation.

Evaluates budgetary submissions for technical compliance and for funding implications upon program operations.

Prepares written and oral presentations describing requested budgets of assigned departments and agencies.

Participates in budgetary meetings with agency representatives, senior budget staff, and Council members and staff regarding budget proposals.

Conduct management studies of agency operations and develop administrative systems.

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.

Drafts budgetary legislation and Executive Orders; reviews and analyzes State and Federal grant proposals affecting assigned agencies.

Prepares written and oral reports for the Deputy Budget Director, Budget Director, and Chief Administrative Officer.

Serves as budget representative on selected County committees; may occasionally serve as budget representative for the County with outside organizations.

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 functions, organization and governing laws and regulations relating to County government.

Knowledge of the research and statistical principles, methods and procedures applicable to government budgeting and accounting, or 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 at least one (1) year of experience involving responsibility for 2106 – Budget/Management Analyst II

monitoring, analyzing, reviewing or presenting fiscal and/or operational data and providing assistance in the conduct of management and/or organizational studies, budget preparation, review and administration; or an equivalent combination of education and experience.

REVISED: 9/84

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