



CLASS SPECIFICATION FOR:

Budget Analyst I

General Statement of Duties:

Assists multiple assigned departments with the analysis, planning, preparation, justification and administration of their annual budget; performs a variety of duties to prepare assigned departments' fiscal year budgets and related documentation for inclusion and presentation in the County's annual fiscal plan and capital expenditures plan; does related work as required.

Distinguishing Features of Class:

Assigned to the County's centralized Finance Department's Office Management and Budget (OMB) Division, primary duties include serving as the primary OMB Division contact for an assigned portfolio of departments; working closely with designated department staff to prepare, review, justify and present annual budgets; monitoring assigned departments' funding and expenditures; working with departments on financial issues including budget transfers and reallocations; assisting department with mid-year appropriations requests; adhering to and advising departments on established budget policies, guidelines and practices; and assisting with implementation of the County's approved annual budget. The portfolio of departments for a Budget Analyst I includes uncomplicated, administrative departments with minimal, if any, outside funding resources and minimal, if any, capital project budget requests. Work is performed under the general supervision.

Examples of Assigned Duties (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Works closely with departments to understand departmental programs, operations and operational issues;
- Advises departments on established budgetary policies, guidelines and procedures;
- Receives and reviews budget requests from an assigned portfolio of departments, including estimates of expenditures and revenues, if any, and all supporting information and documentation for justification of budget requests;
- Obtains additional data and substantiation of budget estimates and requests from departments as necessary;
- Analyzes departments' budget estimates and prepares summaries for budget presentation;
- Monitors departments' budgets and prepares expenditure forecasts;
- Assists department users in utilizing budget data collection software, including OMB's current budget system;
- Assists departments with mid-year appropriation requests and prepares summaries to be presented to the Board of Supervisors;
- Researches economic and policy trends and provides oral and written reports on findings Budget Supervisor and Budget Director;
- Reconciles budgetary accounts to insure agreement between control accounts and detail;
- Reviews requests from departments and agencies to transfer funds within their budget;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Basic working knowledge and understanding of the principles and practices of public accounting and public administration; sound working knowledge of the principles and practices of accounting and budgeting with sufficient ability to develop accurate expenditures forecasts and budgets, monitor expenditures in accordance with County policies; basic working knowledge of the principles, methods and practices of budget preparation and control; excellent attention to detail and excellent organization skills; ability to multi-task effectively and manage competing priorities while maintaining the accuracy and integrity of multiple departments' financial data and budgets; ability to read, and consistently comprehend, accurately interpret, apply and communicate accounting and budgeting policies, guidelines and procedures; sound judgment with demonstrated ability to consider and weigh a variety of relevant factors and make accurate decisions or recommendations; sound problem solving skills with the ability to appropriately resolve routine questions and issues within established policies, guidelines, requirements and procedures; appropriately seeks guidance or refers unusual situations and questions; sound research skills with the ability to compile and analyze relevant data and make appropriate recommendations, summaries and presentations; ability to synthesize and compile multiple types of data and produce easily understood forecasts, budgets and summaries; good oral and written communication skills with demonstrated ability to express ideas clearly and concisely, orally and in writing; sound political astuteness with ability to express self tactfully, clearly and positively, including in stressful or politically sensitive situations; ability to work independently and as part of a team; ability to collaborate effectively to establish and maintain a good working relationships with colleagues, department staff, County Officials, public and other relevant stakeholders; strong computer skills with ability to use computer and typical business software, Division-specific software, applications and systems incidental to assigned duties; personal accountability including



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teamwork and establishing and maintaining positive relationships with the colleagues and department staff; excellent customer service skills; tact; and courtesy. Must be able to positively and appropriately represent the County with assigned portfolio of departments' staff and other stakeholders. May require the ability to work a flexible schedule as needed.

Minimum Education and Experience:

Education: Four (4) year degree in accounting, finance, public administration or other relevant field of study;

Experience: One (1) year of relevant experience in budget or financial administration preferred;

OR: Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- May require a valid driver's license to perform assigned duties at various locations Countywide.