



CLASS SPECIFICATION FOR:

Budget Analyst II

General Statement of Duties:

Assists larger, more complex departments with the analysis, planning, preparation, justification and administration of their annual budget; performs a wider 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 a larger portfolio of assigned 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; assisting with implementation of the County's approved annual budget; and reviewing and updating various OMB Division manuals and documentation. The portfolio of departments for a Budget Analyst II includes larger, more complex agencies with some non-County funded funding resources, revenues, and 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;
- Works closely with departments to understand and accurately budget for non-County funded funding resources which may include grants, mandated program funding, State Comp Board funding, revenue generated by the department, etc.;
- Works closely with departments to develop and analyze capital projects needs and requests, and if approved, monitors the progress of capital projects expenditures to approved budgeted amounts;
- Advises departments on established budgetary policies, guidelines and procedures;
- Receives and reviews budget requests from an assigned portfolio of departments, including estimates of non-County funding, revenues and expenditures 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;
- Assists in the development, revision, updating, and maintenance of the OMB process manuals, including the Budget Manual and the CIP Manual and other documentation as assigned;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Considerable knowledge and understanding of the principles and practices of public accounting and public administration; considerable working knowledge of the principles and practices of accounting and budget preparation and control with ability to accurately analyze and develop accurate funding, revenue and expenditures forecasts and budgets, and monitor expenditures in accordance with County policies; 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 questions and issues within established policies, guidelines, requirements and procedures; appropriately seeks guidance or refers unusual situations and questions; excellent research skills with the demonstrated 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; excellent interpersonal and communication skills to communicate technical/financial information to non-technical/non-financial department staff and other stakeholders in audience friendly language; excellent oral and



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written communication skills with demonstrated ability to express ideas clearly and concisely, orally and in writing; good public-speaking skills; 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 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: Two (2) years of relevant responsible experience in budgeting and fiscal management of large departments and budgets with diverse funding and revenues sources and capital improvement budgets;

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.